**Digital Toolbox Check In and Check Out Procedure**

**Checking Out a Digital Toolbox**

* Ask to see the patron’s ID to confirm they are over the age of 18
* Ask them to read and sign the lending agreement
* Ask a Manager or Librarian to retrieve the corresponding toolbox from Fort Knox
* Make sure the toolbox contains a laptop, hotspot, mouse, and flash drive
* Check the toolbox out to the patron
* Ask if they would like to schedule a brief tutorial on how to use the toolbox with a library technology staff member. Refer them to the information desk as necessary.
* Ask that they return the toolbox to a DESK in the building and not the check in room or a bookdrop

**Checking In a Digital Toolbox for Circulation, Information, and Part-Time Staff**

* Do NOT immediately scan the item in
* Confirm the Laptop, Mouse, and Hotspot are all inside in the case. If they are not, alert the patron
* Ask the patron if they would mind filling out the Library’s usage survey as they agreed to
* Return the unchecked kit and completed survey to a technology staff member

**Checking In a Digital Toolbox for Library Technology Staff**

* Confirm the Laptop, Mouse, and Hotspot are all inside the case.
* Thaw Deep Freeze
* Update the following: Google Chrome, Mozilla Firefox, Adobe Acrobat Reader, iTunes
* Check for Windows Updates
* After updates finish, freeze the computer
* Check the item in. Back date the item if necessary
* Store the kit in Fort Knox with a new flash drive, place the hold slip inside the corresponding DVD case with a new lending agreement and place the DVD case on the holdshelf