

## Montana State Library Equipment Reservation

Download this form, complete it, and forward as an email attachment to your MSL staff contact or to [mslequipment@mt.gov](mailto:mslequipment@mt.gov). An email request represents a signature. You do not need to send a paper or scanned form.

<b>Number requested:</b> <b>Laptops (max 24):</b> <b>Tablets:</b> <b>Ipads (case of 9; not available individually):</b> <b>Nexus (case of 10; not available individually):</b>	
<b>Number of projectors requested (maximum 5):</b> <b>Other items:</b>	
<b>Pick-up date/time:</b>	
<b>Return date/time:</b>	
<b><i>Labs may be scheduled for pick-up between 9:00 a.m. and 4:00 p.m. Monday – Friday</i></b>	
<b>Agency/Organization:</b>	
<b>Person making reservation:</b>	
<b>Destination/purpose of lab:</b>	
<b>Email &amp; Telephone:</b>	
<b>Signature:</b>	
<b><i>Person signing agrees to provide appropriate handling, security, supervision, and will repack computers properly to return them on time.</i></b>	

### Handling, storage and transport:

The MSL staff will verify equipment prior to deployment and will inventory equipment upon return. Bags and/or cases are provided and should be used for storage and transport.

- Equipment should be stored in a secure location when not in use. Tablet cases should be padlocked.
- **Equipment is tagged – return equipment to appropriate bags/cases.**
- Equipment should not be stored in vehicles.
- Equipment should be allowed to come to room temperature before they are turned on.
- Use power cords with laptops rather than relying on batteries.
- The user is responsible for returning all equipment to the Montana State Library in the same condition that it was received.

**WARNING:**

- Laptop labs are equipped with DeepFreeze – which erases all content, even saved content, when the labs are shut down or lids are closed. All work must be saved to an EXTERNAL storage device when using the laptop labs. The laptops have a thawed space (E drive) where users can save their files temporarily. This drive is cleared on a regular basis.
- Be mindful that tablet devices will retain personal and login information quite readily. This information is not easily cleared from the tablets. Users should be cautioned not to use social media or personal logins with these labs.

**Wireless Laptop Training Lab (each lab has 12 computers) accessories automatically included with lab:**

- Computer mice (12)
- Power supplies (12)
- Mouse Pads
- Power strips
- Extension cords

**Tablet labs:**

- 9 Ipad 2s or 10 Nexus tablets
- 10 power cords per lab
- 1 power strip with USB ports

**Projector (5) & accessories:**

- Projector - Manual
- Projector - Power cord
- Projector - Remote control
- Projector – VGA connection cable

**Additional equipment:**

- Projector Pico low-lumen (1)
- Bluetooth speaker (4)
- Bluetooth speaker-mic set (1)

**Contact information:**

**Montana State Library  
1515 E 6<sup>th</sup> Avenue (406)  
444-3115  
mslequipment@mt.gov**