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Georgia Southern's Checkout Equipment: laptops, cameras, boardgames, and more. How we manage the checkout equipment program

Wilhelmina Randtke

Lonnie Brogdon

Tony Curtis

Jessica Garner

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Georgia Southern's Checkout Equipment:
laptops, cameras, board games, and more. How
we manage the checkout equipment program.

Wilhelmina Randtke, Jessica Garner, Lonnie

Brogdon, and Tony Curtis

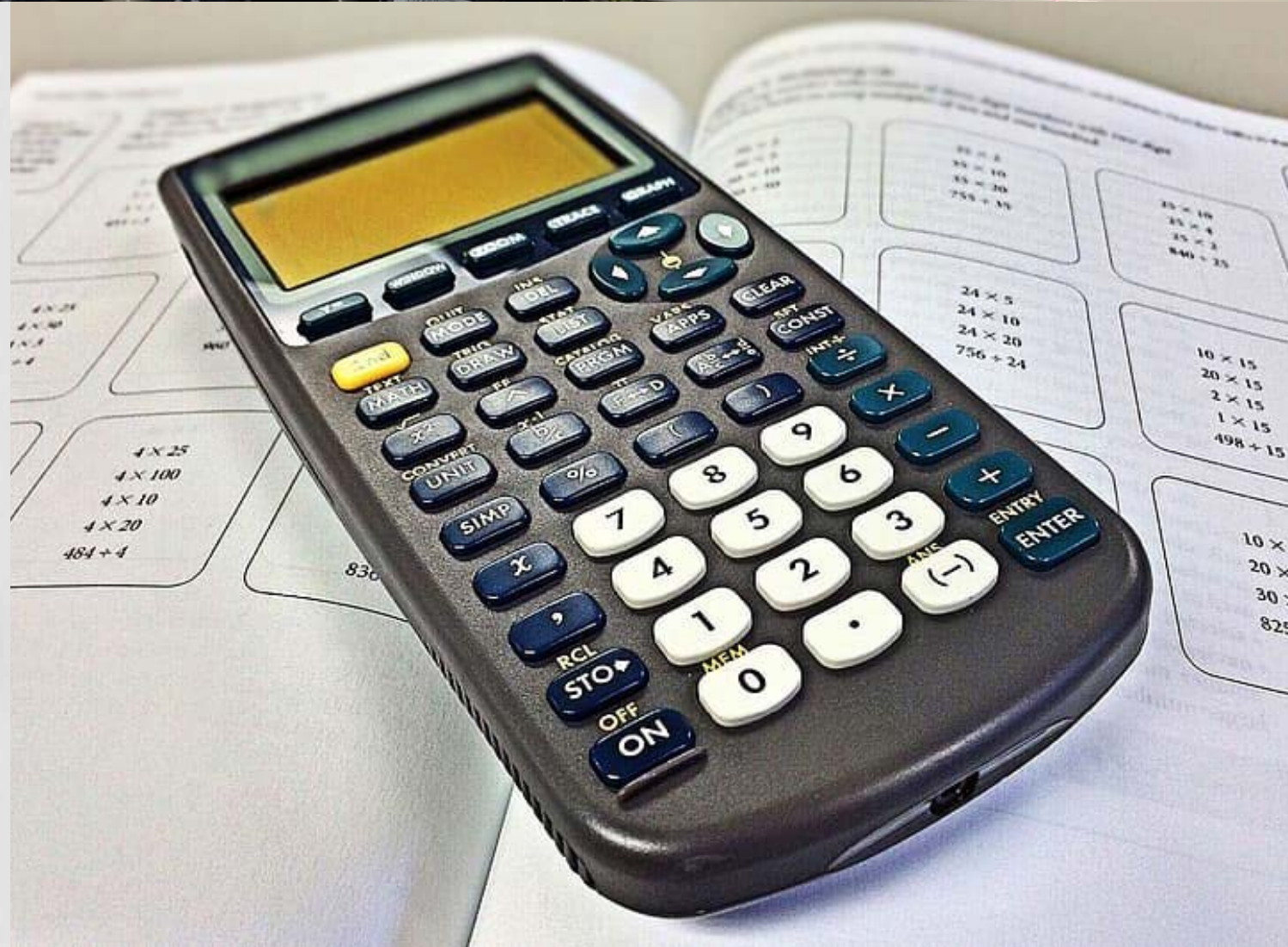
Georgia Libraries Conference

October 12, 2022

Macon, Georgia

Equipment Offerings

- 2 campuses: Statesboro campus and the Armstrong campus in Savannah
- Approximately 190 checkout laptops
- 40+ graphing calculators
- DSLR cameras (Canon EOS)
- Headphones
- Microphones
- Projectors
- Tablets and iPads

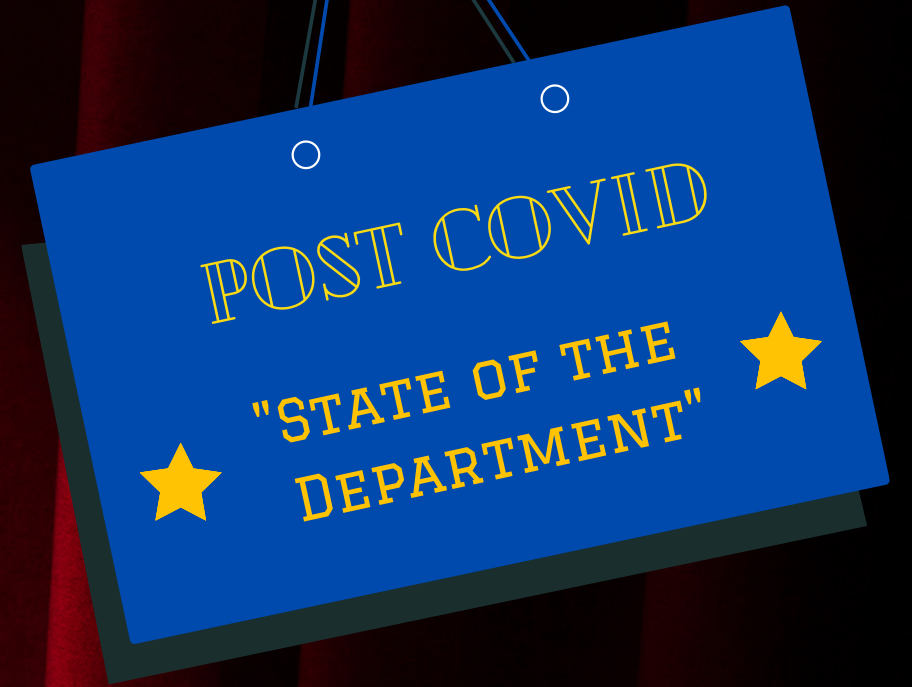




Equipment checkout is popular

- In 2022, cameras were completely checked out so frequently that we had to change from a 7 day to a 4 day loan
- The average laptop is checked out approximately 40% of the time
- Each type of equipment maxes out (ie. all items checked out at the same time) occasionally

Access Services



Once upon
a time....



"True Av

At any given time a percentage of inven

Availability is th

TRUE Availability

SPRING 2022

100% iPads

books

DATA POINTS

Spring 2022

A/V Reserves

Data Points

FALL 2020 RESERVES

Usage Rep

Computing Device Trends

Total Computing Usage By Year

Usage By Year

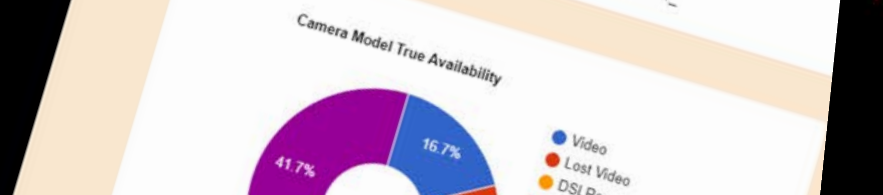
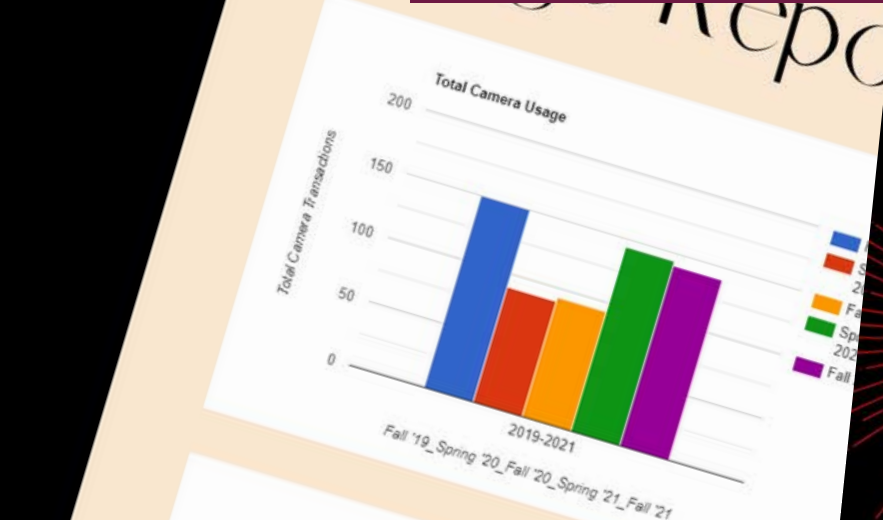
207

Data Points

Fall 2021

Data Points

SPRING 2021 RESERVES



Status

The total number of computing devices curre

A/V Reserves is 136. Of those, 1 is in Repair

designated as "Lost". (We have withdrawn

have been surplusd and are not included in o



A/V

Life
is good





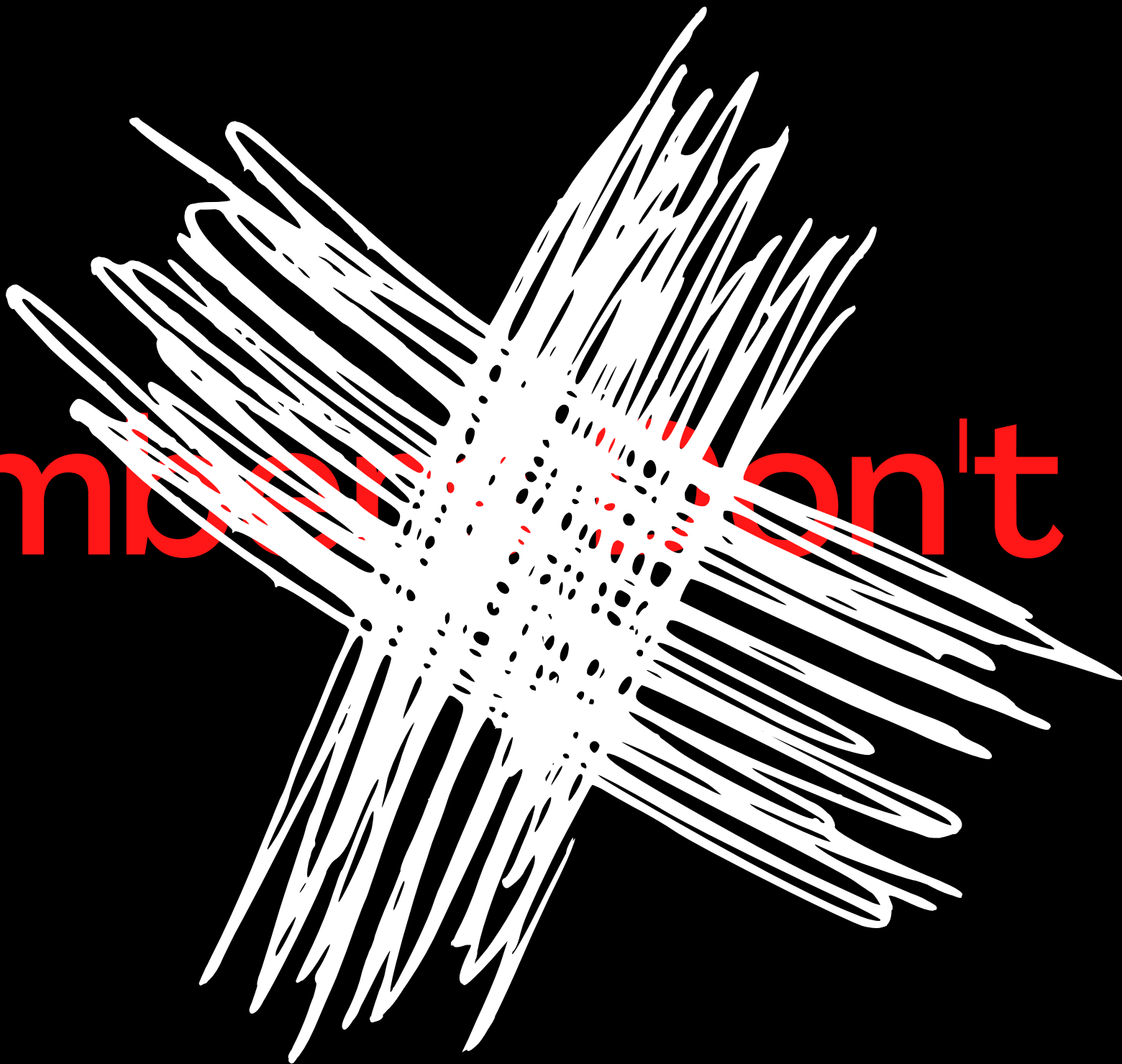
...or not

Part 1

"Numbers Don't Lie."

Oh
yeah?!.

"Numbers don't Lie."





Our Usage Reports became inscrutable because items
MAY be Counted under multiple categories, AS WELL as OR
INSTEAD of, under a single Label such as "Cameras".

Yikes!!

Lesson Learned!

ALMA (our ILS) doesn't
play well with "Equipment".





HOW I
(KIND OF)
MANAGE MY DATA



DATA

4 SEPARATE (& SOMETIMES REDUNDANT!) SYSTEMS



- ALMA (ILS)
- MICROSOFT ACCESS
- GOOGLE FORMS
- SPRINGSHARE FORMS


 Big Picture:
 Total Assets

New LIVE Asset List - BackEnd : Database- C:\Users\lbrogdon\Desktop\AccessForms\New LIVE Asset List - BackEnd.accdb (Access 2007 - 2016 file format) - Access

Home Create External Data Database Tools Help Tell me what you want to do

Asset List

Laptop Save Filter

New Asset E-mail List Contact List Show/Hide Fields Show Retired

txtOpen	Inventoried	Tag ID	Item	Category	Manufacturer	Text190	Barcode	Condition	Systems Name	Serial #	Owner	Acquisition Date	Semester	Retired
Open	Yes	0001-D	Laptop	Computing	Dell	Dell Latitude 5500	0200106673094	In Circulation	LABS2082102X083	4854022959	Henderson Library	1/1/2020	Spring	
Open	Yes	0003-D	Laptop	Computing	Dell	Dell Latitude 5500	0200107441145	In Circulation	LIBR2082102X085	F89YK33	Henderson Library	1/1/2020	Spring	
Open	Yes	0004-D	Laptop	Computing	Dell	Dell Latitude 5500	0200106856350	In Circulation	LIBR2082102X086	17289853167	Henderson Library	1/1/2020	Spring	
Open	Yes	0005-D	Laptop	Computing	Dell	Dell Latitude 5500	0200106856343	In Circulation	LABS2082102X087	11155942191	Henderson Library	1/1/2020	Spring	
Open	Yes	0006-D	Laptop	Computing	Dell	Dell Latitude 5500	0200106856335	In Circulation	LIBR2082102X088	3468246447	Henderson Library	1/1/2020	Spring	
Open	Yes	0007-D	Laptop	Computing	Dell	Dell Latitude 5500	0200106856327	In Circulation	LIBR2082102X089	28292924271	Henderson Library	1/1/2020	Spring	
Open	Yes	0008-D	Laptop	Computing	Dell	Dell Latitude 5500	0200106856319	In Circulation	LIBR2082102X090	27155964207	Henderson Library	1/1/2020	Spring	
Open	Yes	0009-D	Laptop	Computing	Dell	Dell Latitude 5500	0200106856301	In Circulation	LIBR2082102X092	16937180463	Henderson Library	1/1/2020	Spring	
Open	Yes	0011-D	Laptop	Computing	Dell	Dell Latitude 5500	0200106512623	In Circulation	LIBR2082102X093	27790859055	Henderson Library	1/1/2020	Spring	
Open	Yes	0012-D	Laptop	Computing	Dell	Dell Latitude 5500	0200106512631	In Circulation	LIBR2082102X094	36207414831	Henderson Library	1/1/2020	Spring	
Open	Yes	0013-D	Laptop	Computing	Dell	Dell Latitude 5500	0200106512664	In Circulation	LIBR2082102X095	34595030127	Henderson Library	1/1/2020	Spring	
Open	Yes	0014-D	Laptop	Computing	Dell	Dell Latitude 5500	0200106512680	In Circulation	LIBR2082102X096	2655312303	Henderson Library	1/1/2020	Spring	
Open	Yes	0015-D	Laptop	Computing	Dell	Dell Latitude 5500	0200106512706	In Circulation	LIBR2082102X097	36942806703	Henderson Library	1/20/2020	Spring	
Open	Yes	0016-D	Laptop	Computing	Dell	Dell Latitude 5500	0200106512722	In Circulation	LIBR2082102X098	26895623727	Henderson Library	1/1/2020	Spring	
Open	Yes	0017-D	Laptop	Computing	Dell	Dell Latitude 5500	0200106512748	In Circulation	LIBR2082102X099	7606913583	Henderson Library	1/1/2020	Spring	
Open	Yes	0018-D	Laptop	Computing	Dell	Dell Latitude 5500	0200106512763	In Circulation	LIBR2082102X100	2982697455	Henderson Library	1/1/2020	Spring	
Open	Yes	0019-D	Laptop	Computing	Dell	Dell Latitude 5500	0200106512789	In Circulation	LABS2082102X101	7RBZK33	Henderson Library	1/1/2020	Spring	
Open	Yes	0020-D	Laptop	Computing	Dell	Dell Latitude 5500	0200106512805	In Circulation	LIBR2082102X102	38416156527	Henderson Library	1/1/2020	Spring	
Open	Yes	0021-A	Laptop	Computing	Dell		0200105487546	In Circulation	LABS2082102X040	4YLJ1X2	Henderson Library			
Open	Yes	0022-A	Laptop	Computing	Dell		0200105487553	In Circulation	LIBR2082102X049	2X3M1X2	Henderson Library			
Open	Yes	0024-A	Laptop	Computing	Dell		0200105487587	In Circulation	LABS2082102X052	82SJ1X2	Henderson Library			
Open	Yes	0026-A	Laptop	Computing	Dell		0200105487744	In Circulation	LIBR2082102X038	1JWH1X2	Henderson Library			
Open	Yes	0027-A	Laptop	Computing	Dell		0200105487751	In Circulation	LIBR2082102X048	FLDG1X2	Henderson Library			
Open	Yes	0030-A	Laptop	Computing	Dell	Latitude 5500	0200105487785	In Circulation	LABS2082102X043	330G1X2	Henderson Library			
Open	Yes	0031-C	Laptop	Computing	Lenovo	Thinkpad	0200105494930	In Systems	LIBR2082102X031	PC0GCFH0	Henderson Library	1/1/2019		

Asset: 1 of 116 Filtered Search

Num Lock Filtered

10:28 AM 10/10/2022



Microsoft Access

Details:
Subforms with
exploded data

Asset List - BackEnd : Database- C:\Users\lbrogdon\Desktop\AccessForms\New LIVE Asset List - BackEnd.accdb (Access 2007 - 2016 file form

Asset Details

Save and New E-mail Print Close

Item Laptop

Asset Details Comments

Category	Computing	Barcode:	0200106186816
Manufacturer	Dell	Tag ID:	0168-I
Model	Latitude 5520	Serial #	9LD72B3
Purchase Price	\$1,158.00	Systems Name:	LIBR2082102X128
Acquisition Date:	8/18/2021	Warrenty-Insurance:	<input checked="" type="checkbox"/>
Status	In Circulation	Circulation Time:	7 Days
Location	Dock-I		
Owner	Henderson Library		
Retired Date			
Inventoried:	Yes		

Notes: 1. Warrenty until 2024.

Needs Updates: Last Updated: 10/4/2022

(attachment preview)

Add or Remove Attachments

Asset 1 of 1 Filtered Search

Big Picture:
All Liability Signatories



Contact Management Database													Lonnie Brogdon	
Contact List													Search	
New Contact Add From Outlook Create Mailing Labels Show/Hide Fields ?														
txtOpen	Last Name	First Name	Eagle ID	Fees	OK to Reinstate?	Reinstatement Date	E-mail Address	Home Phone	Address	City	State/Provinc	ZIP/Postal Cc	Notes	
Open	Anton	Doris	569989972	\$0.00	<input type="checkbox"/>		d_anton@xyz.com	(615)-000-5432						
Open	BadBoi	Bobby	666666666	\$1,000,000.00	<input type="checkbox"/>		bboi@xyz.com						1. Strike 1 Spring '21/Overdue	
Open	Black	Brendan	220110337	\$0.00	<input type="checkbox"/>		bblack@xyz.com							
Open	Bloom	Thurston	222111333	\$0.00	<input type="checkbox"/>		tbloom@xyz.com							
Open	Blue	Jennifer	223001488	\$0.00	<input type="checkbox"/>		jblue@xyz.com							
Open	Bly	Captain	664455888	\$0.00	<input type="checkbox"/>		bcaptain@xyz.com							
Open	Bridger	Becca	998766521	\$0.00	<input type="checkbox"/>		bbridger_03@xyz.com	(100) 136-9200						
Open	Burns	Hosta	503320011	\$0.00	<input type="checkbox"/>		hburns@xyz.com	(000) 123-4455						
Open	Carlson	Donna	669870600	\$0.00	<input type="checkbox"/>		dcarlson@xyz.com	(666) 555-9876						
Open	Doe	Jackie	223344556	\$0.00	<input type="checkbox"/>		doe_2@xyz.com							
Open	Doe	Janey	112233445	\$0.00	<input type="checkbox"/>		Doe_1@xyz.com							
Open	Gruen	Dave	333546123	\$0.00	<input type="checkbox"/>		dgruen@xyz.com	(888) 552-5522						
Open	Jones	Barbie	332211664	\$0.00	<input type="checkbox"/>		bjones-03@xyz.com							
Open	Jones	Duffy	777888555	\$0.00	<input type="checkbox"/>		djones_07@xyz.com							
Open	Norman	Lisa	523444211	\$0.00	<input type="checkbox"/>		lnorman@xyz.com	(111) 222-5555						
Open	Samson	Harry	877401365	\$0.00	<input type="checkbox"/>		hsamson@xyz.com							
Open	Sand	Debra	333555666	\$0.00	<input type="checkbox"/>		dsand_02@xyz.com							
Open	Smirks	Sandra	666555010	\$0.00	<input type="checkbox"/>		ssmirks@xyz.com							
Open	Smith	BeBe	445566778	\$0.00	<input type="checkbox"/>		BBSmith_1@xyz.com							
Open	Smith	John	334455667	\$0.00	<input type="checkbox"/>	2/5/2023	jsmith_1@xyz.com							
Open	Smith	Johnson	998877441	\$0.00	<input type="checkbox"/>		jsmith_02@xyz.com							
Open	Smith	Nigel	333222111	\$0.00	<input type="checkbox"/>		Nsmith_01@xyz.com							
Open	Valentine	Vincent	75487487	\$0.00	<input type="checkbox"/>		vv0981@xyz.com							
Open	Weiss	Guy	999874332	\$0.00	<input type="checkbox"/>		gweiss@xyz.com	(222) 665-3215						
Open	White	Gilbert	600112044	\$0.00	<input checked="" type="checkbox"/>		gwhite@xyz.com							



Microsoft Access

Details:
Subforms with
exploded data

Contact Management Database

Contact Details

Bobby BadBoi

Go to [] Save and New E-mail Save As Outlook Contact Close

General

Identification

Last Name: BadBoi
First Name: Bobby
Eagle ID: 666666666

Contact Information

E-mail Address: bboi@xyz.com
Home Phone: []

Status: Permanent SUS

SUS-Now?
SUS-Previously?
Recovery: Legal Letter
Fees: \$1,000,000.00
OK to Reinstate?
Reinstatement Date: []

Attachments

Notes

- Strike 1 Spring '21/Overdue Photography Studio-5/23/21-LB
- Past 2 weeks Overdue Spring '21 Photography Studio-6/28/21-LB /Suspended
- Past 4 weeks Overdue Spring '21 Photography Studio-8/10/21- LB/Permanently Suspended
- Legal Letter -9/5/21-LB

Entry Date: 10/5/2021 **Semester:** Spring **Primary Interests:** Photography

Yr: 2021

0112044 \$0.00 gwhite@xyz.com

Google & Springshare
Forms collect
our data on
iPads at the
counter!



Paperless
Forms

Projector Liability Agreement

ibrogdon@georgiasouthern.edu (not shared) [Switch account](#)

* Required

Date *

Date

mm/dd/yyyy

First-time Equipment Checkout Agreement

ibrogdon@georgiasouthern.edu (not shared) [Switch account](#)

* Required

Date *

Date

mm/dd/yyyy

Your Name *

Your answer

Your Eagle ID *

Your answer

Southern Email *

Camera Borrower's Liability Agreement

ibrogdon@georgiasouthern.edu (not shared) [Switch account](#)

* Required

Date *

Date

mm/dd/yyyy

Your Name *

Your answer

Eagle ID *

Your answer

Georgia Southern Email *

QR Codes
empower patrons
to speed things
along using
their own
phones!



QR Codes

Equipment Liability Agreement Forms



First-time Equipment
Checkout Form

Computers & Accessories
Checkout Form
(Laptop, Laptop bag, Wacom tablet,
Yeti Microphone)



Photography Accessories
Checkout Form
(Backdrop kits, lighting kits, tripods,
camera accessory kits)

Camera
Checkout Form



Projector
Checkout Form

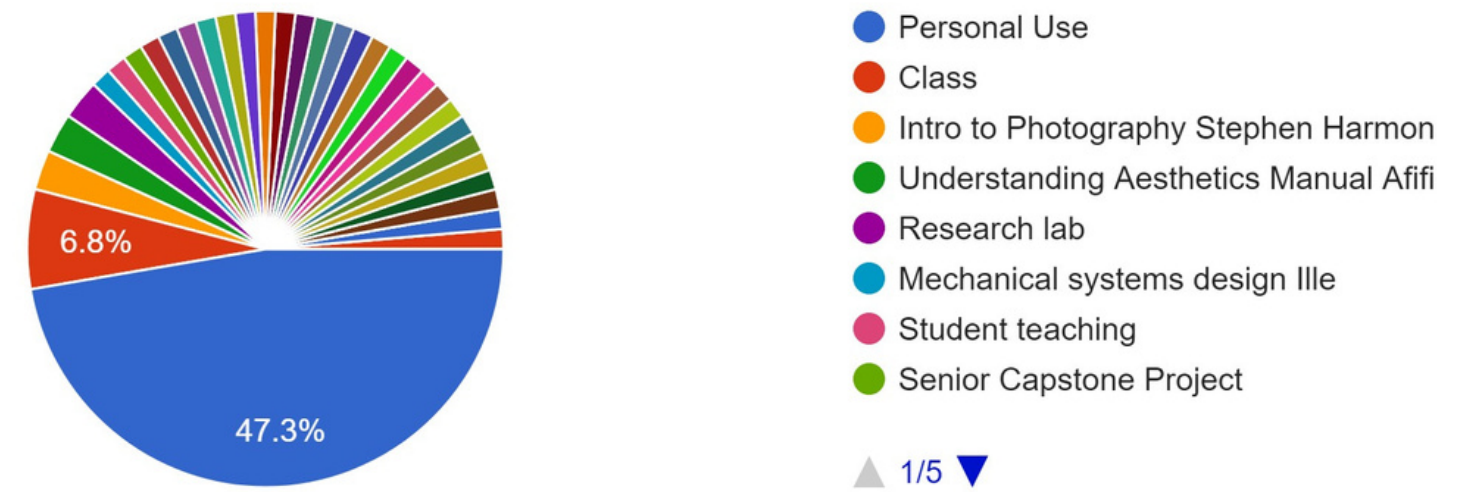


Google & Springshare Forms

Stats with charts and spreadsheets are a bonus!

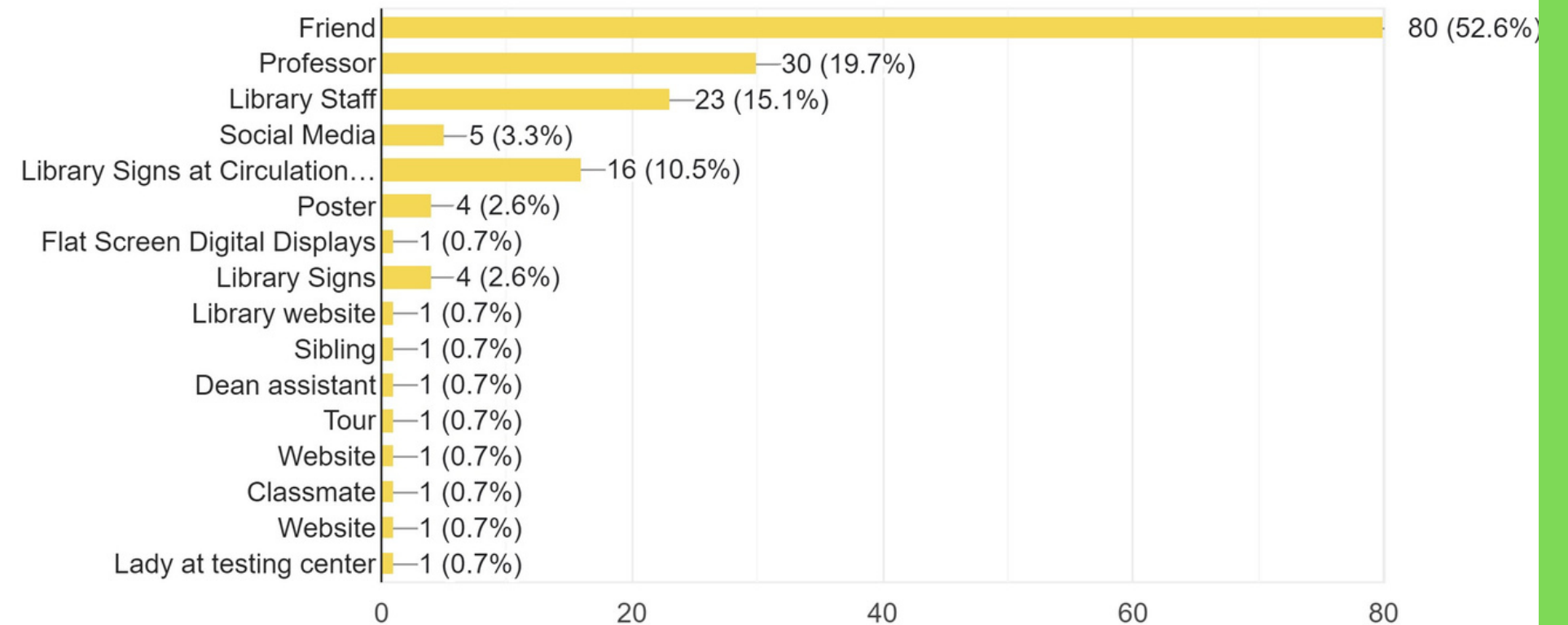
Is this for personal use or for a class (please type the class and professor in other)

74 responses



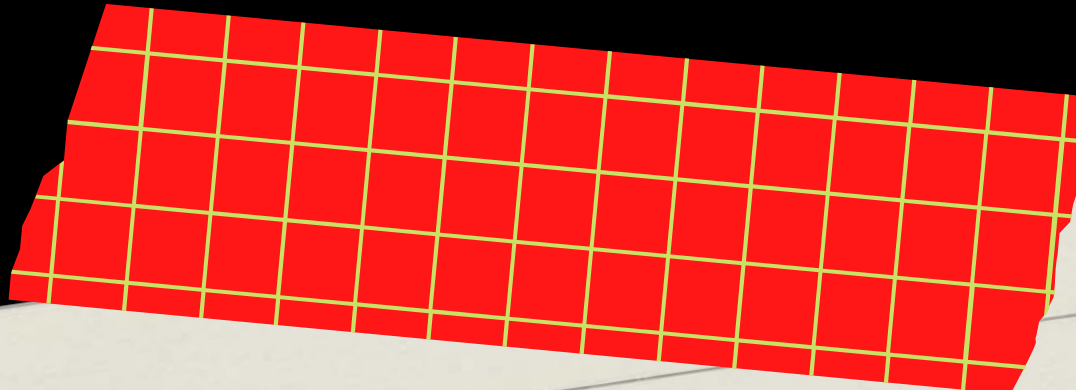
How did you first learn about our equipment lending services?

152 responses





Big
Kahuna



...and then
there's ALMA
(Our ILS!)



ALMA NOTES, BLOCKS, AND HISTORY

Henderson Library - Checkout Desk

User Details

Toggle Account Type Open For Update Cancel Save

General Information Contact Information Identifiers Notes Blocks Fines/Fees Statistics Attachments Proxy For History

1 - 1 of 1

Note Type : All

Note	Type	User viewable	Pop up note	Created By	Creation Date	External Data
1 Confusing messages aren't much help!	Address			901018151	10/10/2022 11:33:00 AM EDT	

almost
Because ^ No One
is Perfect.

LESSON LEARNED

WITH DATA...



DATA

"MORE IS MORE!"

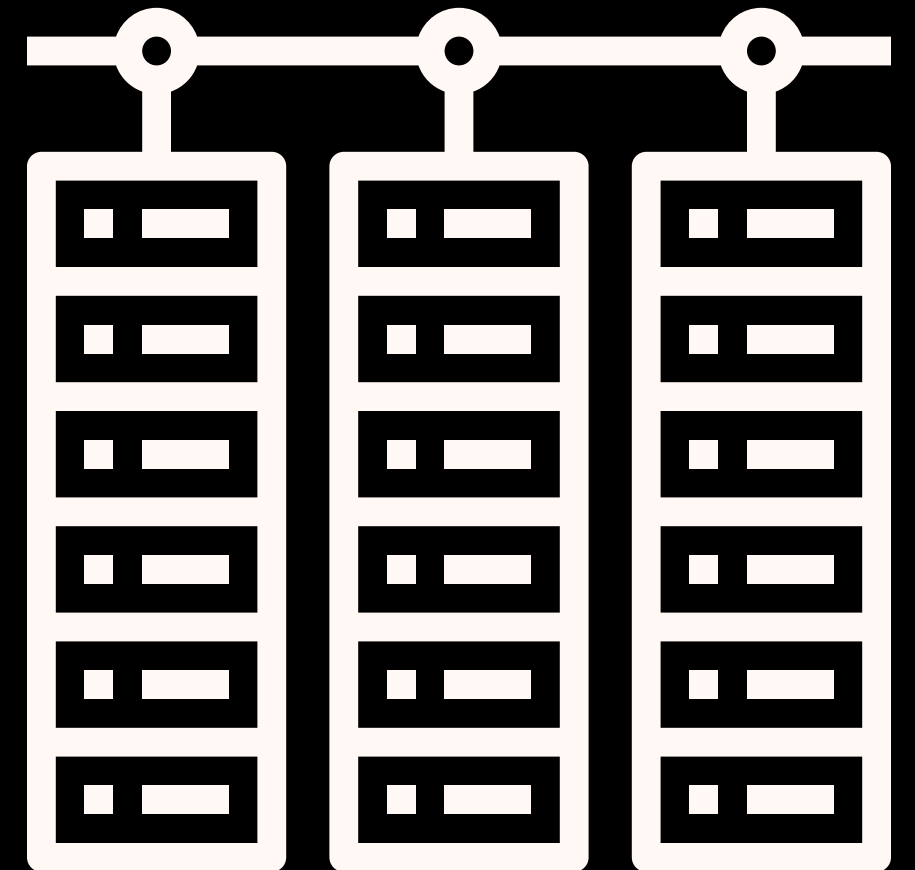
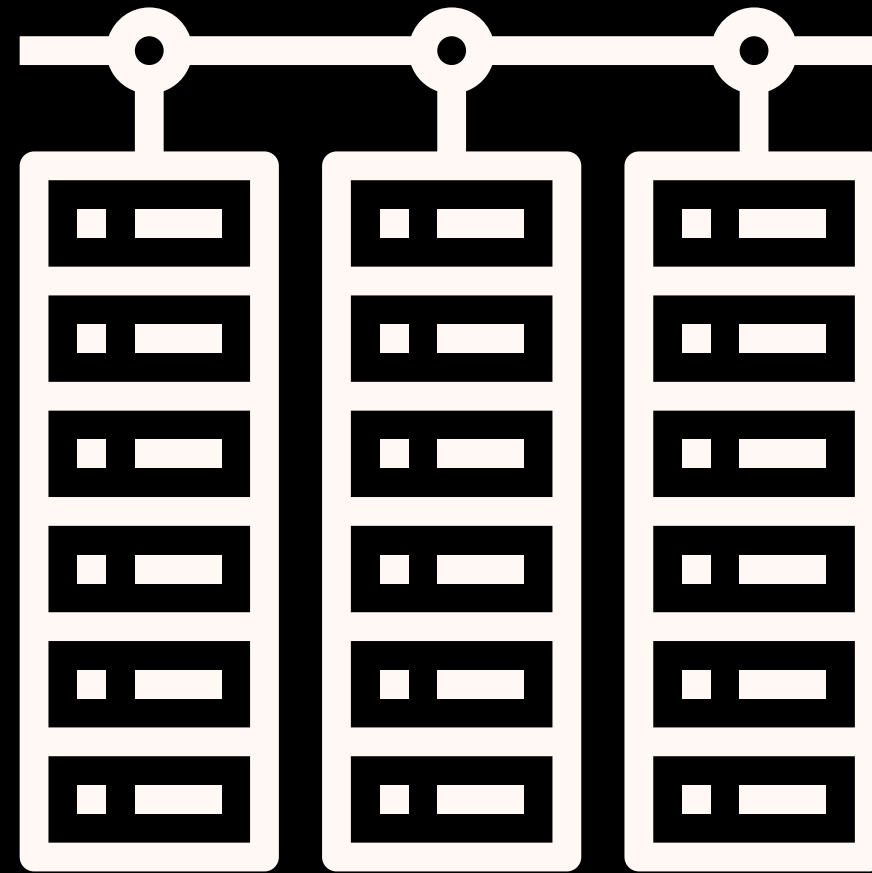


REDUNDANCY
IS GOOD!

BACK UP
YOUR BACK UPS &
KEEP MOVING
FORWARD!

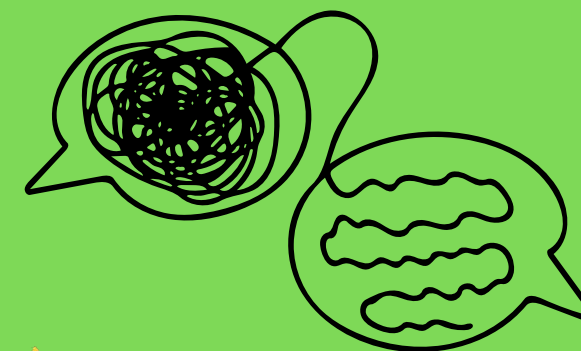


2+2
COULD
be 5...
It could
happen!





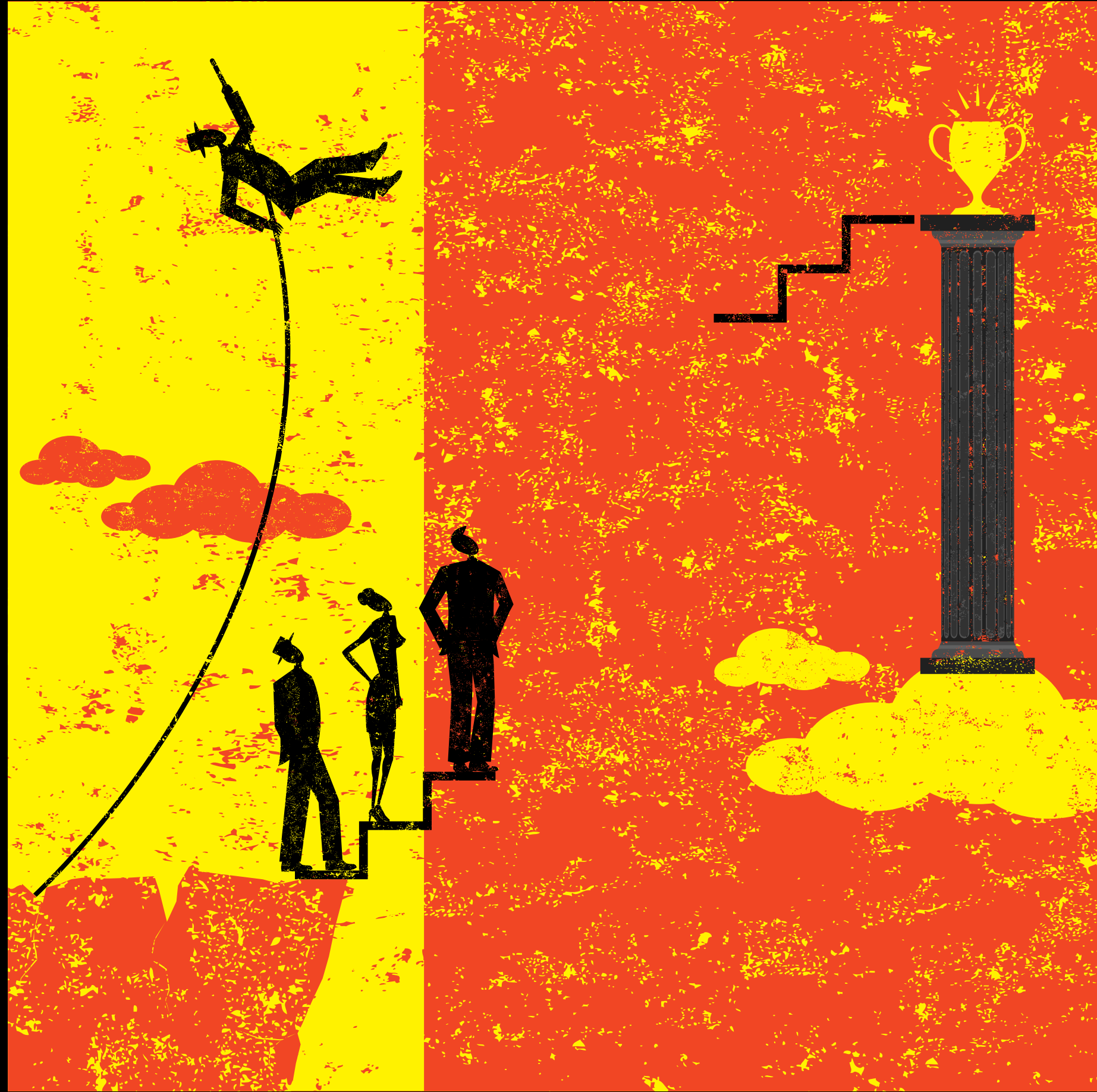
SO LIVE LARGE!
FILL UP YOUR
TOOLBOX!



- ✓ Avoid the Mind Tangle!
- ✓ And live happily ever after.



All
righty
then!





**Life
is good!**

Again!!

Part 2

"All I know is what I know."

TECHNOLOGY & YOUR STUDENT EMPLOYEES

AN APPROACH TO TRAINING
STUDENTS IN EQUIPMENT
CHECKOUT PROCEDURES.



Policies Influencing Hiring Practices



Status:	Past 4 Weeks-SUS
SUS-Now?	<input type="checkbox"/>
SUS-Previously?	<input checked="" type="checkbox"/>

We do not hire student employees that have egregiously abused equipment policy

2 weeks overdue

3 weeks overdue

permanently

suspended

Motto:

- Good stewards of Equipment
- Good stewards of upholding Equipment policy



THE DIFFERNT TYPES OF EQUIPMENT

- LAPTOPS, CHROME BOOKS, IPADS.
- CAMERAS - BACKDROPS LIGHTING KITS, TRIPODS.
- PROJECTORS

First - One on
One training with
a staff person or
supervisor

Most days we check out more equipment than books.



EXPLAIN THE IMPORTANCE OF ENFORCING RULES AND POLICY

- A new form is filled out for each loan of a laptop or camera checkout.
- This is the backbone of our statistics gathering.

History - We take the time to show students the old paper process. So they appreciate the changes & see our progression.

The second reason this is done is due to the expense of the cameras. There are so many parts & pieces

Our upper-level students can then monitor newly hired students



This training is a career strengthening tool.

After seniors graduate, We often receive calls for job references.

When we mentioned that a former student trained other employees, it is always well received from the person checking references.

Again and Again

Provide Service desk training at the beginning of every semester as a refresher.



BACKUP

OUR STUDENTS KNOW TO CONSULT A FULL TIME STAFF PERSON WHENEVER THEY HAVE PUSHBACKS OR DISCREPENCIES FROM SUSPENDED STUDENTS.



We're always ready and available to assist our student employees.


Status:	Past 4 Weeks-SUS
SUS-Now?	<input type="checkbox"/>
SUS-Previously?	<input checked="" type="checkbox"/>

OPEN COLLABORATION


What makes our department so great at Georgia Southern's Henderson Library is that we encourage all employees to make suggestions for new improvements.


The most recent of these improvements was the creation of our "Equipment Borrowing Form" produced by one of our supervisors Thomas Newman.

This eliminated paper and allowed all entry to easily be migrated into spreadsheets where data could be represented graphically.




Camera Borrower's Liability Agreement

 tcurtis@georgiasouthern.edu (not shared) [Switch account](#)

* Required 

Date *

Date

mm/dd/yyyy 

Your Name *

Your answer

Eagle ID *

Part 3

"Logistics of Maintenance
and Repairs"

Laptop Repairs

- Most laptop repairs are done in house
 - Replacing screens and keyboards is common
 - Two full time employees spend a good chunk of time on repairs
- Cost of parts = \$3,000 per yr



Reducing laptop losses

- The Georgia Southern University Libraries are fine free.
- Laptops have a 7 day checkout period.
- To reduce losses:
 - If equipment is overdue, suspend checkout.
 - Notes in Alma and 3 late or missing equipment items means no more equipment checkout.
 - For overdue laptops, systems locks them and displays a message saying to return them.

Laptop

Maintenance

- In Statesboro, each time a laptop is returned, it comes to the Systems Office for a checkup. We do software updates to keep software working smoothly.



Costs to Maintain the Laptop fleet

- Fleet size = 190 total
- Replacement parts for repairs = \$3,000 annually
- Approximately 4 laptops never returned per year = \$4,400
- Approximately 3 laptops irreparably broken per year = \$3,300
- Replacing laptops on a 5 year cycle = \$41,800 annually
 - (but, we currently don't replace on a 5 year cycle; laptops are up to 12 years old)
- Total of \$52,000 per year (excluding labor)

Multipart Objects

Laptop + Charger

- Both the laptop and the charger are barcoded
- Laptops are numbered and each laptop has a matching charger with the same number
- Each laptop stays with its charger through the entire workflow



Multipart Objects

Camera + Accessories

CONTENTS

C-011

1. Canon Rebel EOS T7 Camera
2. Strap & Lens Cap
3. Camera Bag
4. Mini Card Reader
5. 55 mm, Macro, & 2X Telephoto Lens incl. front & back
Lens caps on each (Over)



User's Manual



RETURN THIS CARD!

Updated: 3/11/22

CONTENTS

C-011

1. Canon Rebel EOS T7 Camera
2. Strap & Lens Cap
3. Camera Bag
4. Mini Card Reader
5. 55 mm, Macro, & 2X Telephoto Lens incl. front & back
Lens caps on each (Over)



User's Manual

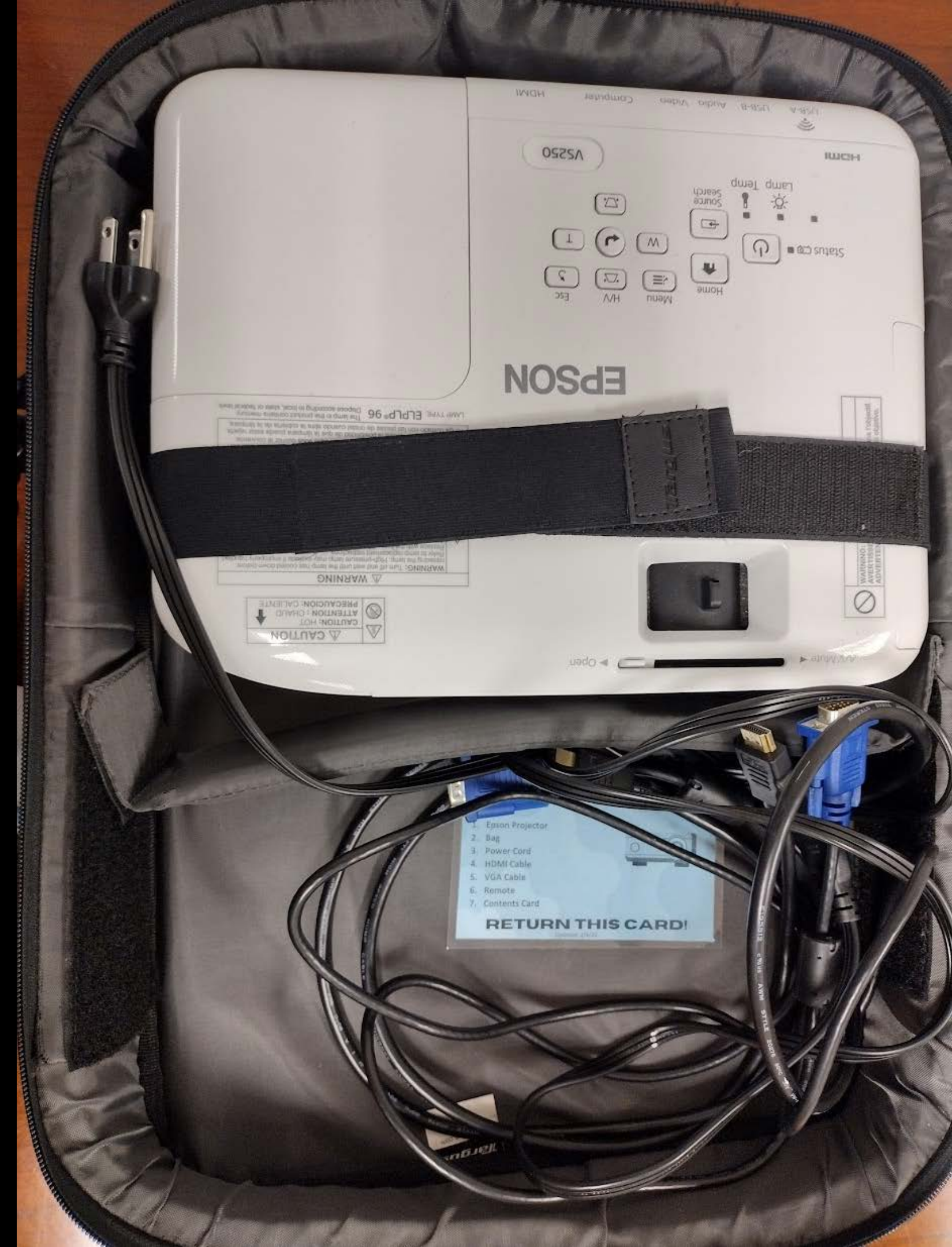
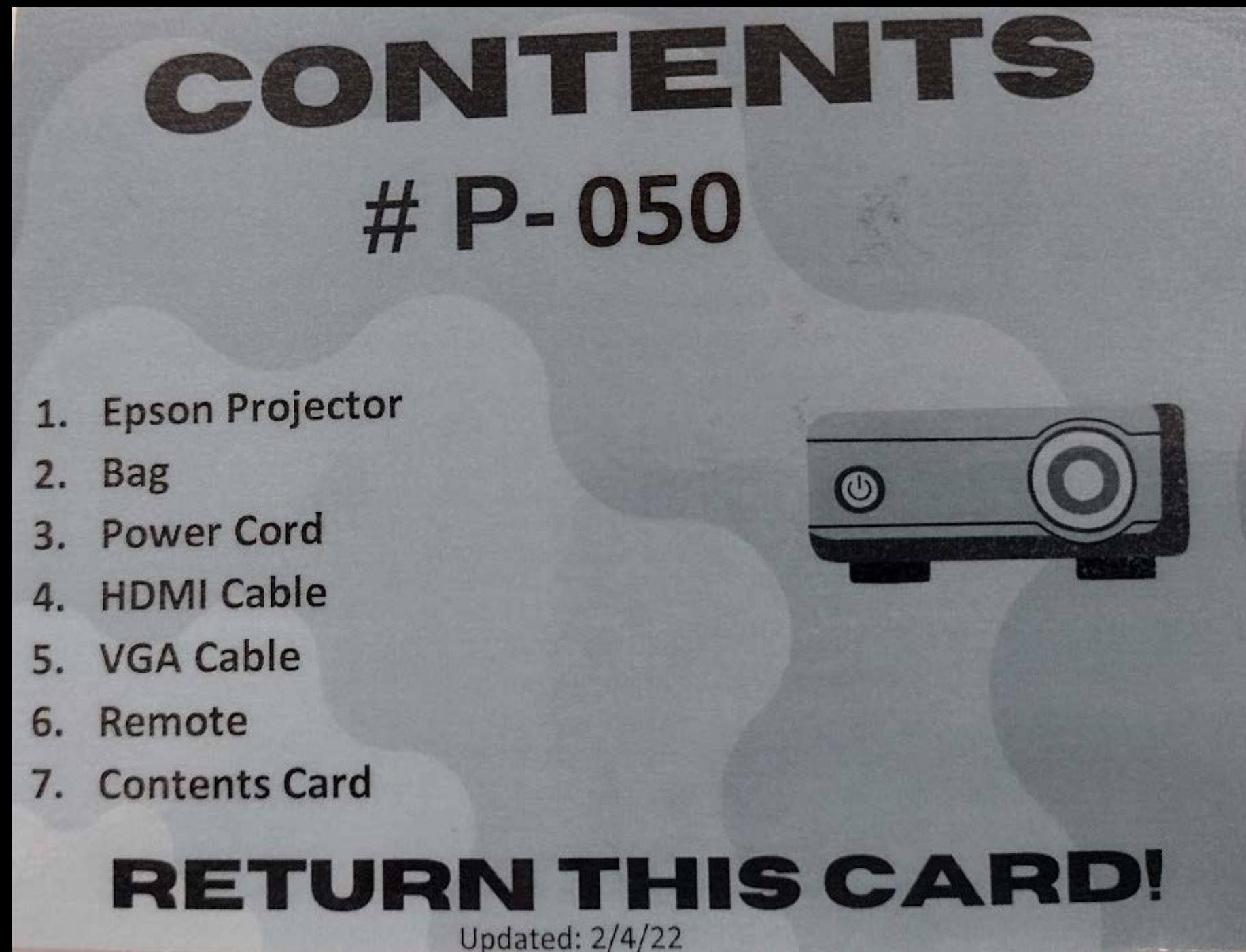


RETURN THIS CARD!

Updated: 3/11/22



Multipart Objects Projector + Cables



Statistics...

- Special problems for equipment:
 - MARC is designed for books
 - Equipment is expensive. Pressure to get it on the shelf fast means items were rarely sent to cataloging
- The Alma ILS has quirks
- Going forward, trying to set up workflow to get more consistent cataloging.

The End!

Georgia Southern's Checkout Equipment:
laptops, cameras, board games, and more. How
we manage the checkout equipment program.

Wilhelmina Randtke, Jessica Garner, Lonnie

Brogdon, and Tony Curtis

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