Eastern Illinois University

From the SelectedWorks of Bradley P. Tolppanen

March 21, 2014

Best Circulation Practices for Tablets, Digital Cameras, and other Technology

Bradley P. Tolppanen, Eastern Illinois University
Janice Derr, Eastern Illinois University

Available at: https://works.bepress.com/bradley_tolppanen/14/
Best Circulation Practices for Tablets, Digital Cameras, and other Technology

The efficient loaning of technology items, such as tablets, digital cameras, and laptops, to patrons in academic libraries requires a sound circulation policy. Like traditional materials, the circulation issues to be considered in loaning these devices include loan periods, holds, and fines. Unique aspects presented by technology items involve device content, user agreements, and storage and recharging. This poster session will present a set of best practices for loaning technology items based on the results of a survey of academic libraries.

Tips and Advice Based on Survey Comments

Don’t be afraid to re-evaluate your loan policy.
- Many libraries noted that they changed their loan-based or self-checkout bar codes as a result of issues. The average loan period for digital cameras was set at seven days. Even longer periods were allowed by patrons when checking out a laptop. Some libraries have seen that they may reduce the loan period to one to two weeks.
- Create a survey and install it on the laptop or tablet to determine what apps and programs patrons would like to see installed on the device.

Major things to consider:
- Prioritize which items you need to:
  1. Create a schedule for items
  2. Create a schedule for loans
  3. Create a schedule for maintenance
  4. Create a schedule for charging
  5. Create a schedule for cleaning

Suggested items to purchase:
- A complex programming item
- A complex programming item
- A complex programming item
- A complex programming item
- A complex programming item

One final summary of free experience sending supplies and table as.

"Challenging, Frustrating, Rewarding, Expensive, Important Service."

Survey Description

<table>
<thead>
<tr>
<th>Library</th>
<th>Survey Response</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Survey Description

<table>
<thead>
<tr>
<th>Library</th>
<th>Survey Response</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Digital Cameras

- Efficient circulation policy: available to library staff, and patrons when the item is complete and in storage is a key step in efficient service implementation.
- Efficient circulation policy: available to library staff, and patrons when the item is complete and in storage is a key step in efficient service implementation.
- Efficient circulation policy: available to library staff, and patrons when the item is complete and in storage is a key step in efficient service implementation.
- Efficient circulation policy: available to library staff, and patrons when the item is complete and in storage is a key step in efficient service implementation.
- Efficient circulation policy: available to library staff, and patrons when the item is complete and in storage is a key step in efficient service implementation.

Laptops – Survey Results

72 of the survey participants circulated laptops to patrons.

Tips and Advice Based on Survey Comments

Don’t be afraid to re-evaluate your loan policy.
- Many libraries noted that they changed their loan-based or self-checkout bar codes as a result of issues. The average loan period for digital cameras was set at seven days. Even longer periods were allowed by patrons when checking out a laptop. Some libraries have seen that they may reduce the loan period to one to two weeks.
- Create a survey and install it on the laptop or tablet to determine what apps and programs patrons would like to see installed on the device.

Major things to consider:
- Prioritize which items you need to:
  1. Create a schedule for items
  2. Create a schedule for loans
  3. Create a schedule for maintenance
  4. Create a schedule for charging
  5. Create a schedule for cleaning

Suggested items to purchase:
- A complex programming item
- A complex programming item
- A complex programming item
- A complex programming item
- A complex programming item

One final summary of free experience sending supplies and table as.

"Challenging, Frustrating, Rewarding, Expensive, Important Service."

Survey Description

<table>
<thead>
<tr>
<th>Library</th>
<th>Survey Response</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>