

Seneca District Mobile Training Lab Scheduling Procedures

The mobile computer lab is available to any public library in the Seneca District. The mission for the mobile lab is first to facilitate hands-on computer training for library employees, resulting in better trained more efficient library staff throughout the District. Second, the lab is intended to assist local libraries in providing hands-on computer training for their patrons, a service most have never been able to offer in the past. Our intent is that this resource be kept busy. To reserve the lab contact the District Library Consultant at 814-723-4650 or email the District Consultant.

When will the lab be available?

The mobile lab is available at any time during the year.

How do I reserve the lab?

Contact the District Library Consultant. It is recommended that you schedule as far in advance as possible to ensure you have the lab when needed. However, there is **no** cut-off time for reservations. You may make reservations three (3) months or three (3) days in advance. Reservations are on a first-come-first-served basis and must be made each year. An individual library will not necessarily have use of the lab at the same time every year.

How do I get the equipment?

It is primarily the borrowing library's responsibility to pick-up and return the equipment. However, keep in mind that District staff are more than happy to deliver the lab *if* they are traveling in your direction. When you reserve the lab, check to see if delivery arrangements can be made.

How do I set-up the lab?

There is a manual that accompanies the lab containing step-by-step instructions. If you have never attended a training on setting up the lab, it would be wise to schedule such a training with the District Technology Consultant well in advance of using the equipment.

What equipment will I get?

10 student laptop computers	10 student laptop power cords
1 instructor laptop computer	1 instructor laptop power cord
1 instructor tablet pen	11 laptop storage cases
11 mice for laptops	1 projector with lens cover
1 projector storage case	1 projector remote control
1 projector power cord	1 project to laptop connect cable
1 extra-length projector video cable	1 portable screen
1 wireless router & power adapter	1 wireless router network cable
3 surge protectors (6 outlet)	

The borrowing library is responsible for providing its own extension cords if needed. Remember it is not necessary that you borrow all eleven (11) computers. You may reserve and take anywhere from 1 to all machines or you could just request the instructor laptop.

What am I supposed to do with the “Seneca District Mobile Training Lab Check Out and Check In List?”

This list serves two purposes. It allows the borrowing library to be sure they pick up every piece of equipment needed as well as double check that they are returning all items. The List also helps the District collect statistics on lab usage.

After using the mobile lab, the library is asked to return the checklist to the District with usage statistics completed.

Procedure when a series of libraries is using the lab, one after the other:

The library first in line is responsible for picking the mobile lab up from Warren. The library that is next on the schedule is responsible for making arrangements and picking the equipment up from the library currently using the lab.

Just prior to getting the lab equipment, the library next in line will be emailed a “Mobile Lab Check Out and Check In List.” This list serves two purposes. It allows the borrowing library to confirm they have all the equipment and it allows the District to collect usage statistics.

When picking up the lab, use the List to check that every item is accounted for. When passing the mobile equipment on to the next library in line, use the List to double check that all equipment is collected.

After you have passed the mobile lab to the next library, email or snail mail the Check Out and Check In List to the District with initials in the received *and* returned columns (to show all equipment is accounted for) and with usage statistics completed.

When a series of libraries uses the mobile lab, the last library to utilize the equipment is responsible for returning it to Warren.

Additional suggestions:

When and where possible, it would be ideal if you could partner with neighboring libraries to schedule the mobile lab. This would cut down on needed travel and could aid in obtaining a trainer.

Please note that transportation of the mobile lab is not the responsibility of the District Library Consultant or the District Technology Consultant. They *will* ferry the equipment **if** they plan to travel in the direction needed.

Also, it is not part of the District Technology Consultant’s job to teach computer classes for local libraries. The Tech, unfortunately, does not have sufficient time to provide such services.