



Overview

The purpose of this document is to serve as a Service Agreement and Quick Reference Guide for reserving Mobile Carts

The process

1. You must have attended one of the mobile cart orientation sessions **BEFORE** you check out a mobile cart. If you have not attended an orientation please submit a service ticket and we will contact you to schedule a session as soon as possible.
2. The mobile carts are **ONLY** used in the Library Annex classrooms, 112, 118 or 119. You must reserve one of these classrooms in order to use the mobile carts.
3. In order to provide you with the best service, please fill out the questions below and return to IT.

Reserving a Mobile Cart

Note: If there are any special applications or software required, please submit a service ticket **6 to 8 weeks** prior to reserving a mobile computer cart.

4. Please answer the questions below.

How many carts will you need (15 laptops per cart)

- One
- Two

What type

- PC
- MAC

Classroom

- Library 112
- Library 118
- Library 119

Pick up and return date (s) and time

- _____
- _____
- _____

5. The set up and break down of the laptops in the mobile carts is the responsibility of the requester. All computers must be accounted for and in the same condition as when you received them.
6. **If the return time is after hours please let us know so that we can make arrangements for them to be returned.**

(Each computer must be completely powered down and plugged into the cart)

I have read and agree to the TUC mobile cart check out agreement.

Date: _____

Name: _____ Fax to the IT department @ (707) 638-5430