

Loaner Devices

These procedures will be followed for the use of **loaner digital devices (MacBooks and iPads)**.

- Priority for use of loaner devices will always be students/teachers with devices in repair.
- There will be loaner devices in each building.
- All loaner devices will be maintained in the library.
- All loaner devices will be inventoried in Destiny, the library management system.
- All devices must be checked out only by the *librarian*.
- Whether a student or teacher the user must sign or initial receipt and return of the device.
- Upon check-in, the *librarian* should notify technology by contacting the help desk at 601-857-7010 of any issues with the device.

