Circulating Laptops at ICPL
(and Hotspots)

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About ...

- Me
- ICPL
- This Presentation
Motivations and Goals

• Most people have cell phones

• Helping patrons with important tasks that would be difficult to do on a mobile device
Pew Research Center Data

- 10% Americans are “Cell Phone Dependent”
- Younger Adults, non-white and lower-income
- 20% Do not own laptops or PCs

http://www.pewinternet.org/fact-sheet/mobile/
Why Expand Access

• Getting to the Library
• Open hours
• 2 hour limit on public computers
Goals

• Provide basic tools patrons need to perform important information-based tasks

• Access to these tools will be transformational
Why Not Kiosks

• Too Expensive for us
• Less options for models
• Uses Deep Freeze
• Intended for in-house circulation
Equipment Selection

Criteria

• OS: Chromebooks vs Windows
• $500 pricepoint
• Durability
• 15” screen size for portability
• Battery Life

Lenovo Thinkpad E550
Laptop Prep

- Install OS (we started from scratch)
- Install Software (based on our public Internet machine)
  - Office Suites, Browsers, Image Editing, Video, Java etc.
- Eliminate first-run windows
- Use Clonezilla to save an image
- Install image on the rest of laptops
- Activate Windows and Office
- Pass on to Technical Services
In the Bag
**Catalog Record**

**Laptop.**
EQUIPMENT | 2016?
Available at Help Desk (AV EQUIPMENT/Laptop) plus 1 more [see all]

- Consent form for minors to check out circulating laptops
- See ThinkPad T550 user guide
- See more information on borrowing audiovisual equipment

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**Laptop/hotspot bundle.**
EQUIPMENT | 2016?
2 holds on first copy returned of 3 copies

- Consent form for minors to check out circulating laptops
- See ThinkPad T550 user guide
- Connect to view the Hotspot R850 Get Started guide.
- Connect to view the Hotspot R850 User Guide.
- Connect to view the Hotspot R850 Overview.
- See more information on borrowing audiovisual equipment
Record Details

More Details

**Descrip.** 1 ThinkPad laptop computer (black, 15.6" display), 1 wired mouse, 1 power cord, 1 AC power adapter, 1 removable battery pack; in a leather travel case.

**Note** Model: Lenovo ThinkPad 550, 20DF-002YUS
Laptops check out for 7 days from the Help Desk. Persons under 18 years of age must have a completed "Consent Form for Minor to Checkout Audiovisual Equipment" on file in order to check out a laptop.

All items are contained in a leather travel case with the ICPL logo branded on the side.

ITEM MAY NEED TO BE CHARGED BEFORE USE.

Includes the following: Operating system: Microsoft Windows 7; Internet Browsers: Microsoft Internet Explorer, Mozilla Firefox, Google Chrome, Opera; Office Software: Microsoft Office Professional 2013 (Word, Excel, PowerPoint, Publisher, OneNote, and Outlook), OpenOffice, Adobe Reader XI, PDF Creator; Graphics: Paint.net, MS Paint, IrfanView, GIMP; Media players/viewers: Roxio MyDVD, VLC, QuickTime, Windows Media Player, iTunes, Spotify, Audacity; Other Applications and Utilities: Google Earth, OverDrive Media Console, Notepad++, Java 8, ImgBurn.

AVAILABLE FOR CHECKOUT ONLY TO IOWA CITY RESIDENTS AND RESIDENTS OF AREAS COVERED BY CONTRACTS FOR SERVICE (HILLS, LONE TREE, UNIVERSITY HEIGHTS, AND RURAL JOHNSON COUNTY, IA)

**Local Subj** Audiovisual equipment.
AV equipment.

**Subject** Laptop computers

**Alt Author** Lenovo.

**Alt Title** ThinkPad
ThinkPad laptop
Think Pad
Lenovo ThinkPad T550
Circulation Policy

- Checks out for 1 week
- Holds Maybe be placed
- $5/ day late fee
- Under 18: signed consent form
- Laptops available from our main help desk
Laptop Refresh
System for Resetting laptop

Custom System based on Clonezilla

- **Key Points**
  - Each Laptop has 2 partitions (1 for Windows OS, 1 Linux to store OS image)
  - Each laptop stores a copy of its image
  - Thumb drives contain a live version of Xubuntu
  - Script to Image OS partition is installed on the thumb drive
Laptop Refresh: staff procedure

1. Turn Laptop on, Visual Inspection, (make sure it works)
2. Shut Down
3. Plug in Red Thumb Drive
4. Power On
5. Click Restore Button
6. When Done, Restart

* Don't check it in until ready.
Maintenance: Periodic Software Updates

1. Put all the Laptops on Hold using Staff Card
2. Move Holds to top of queue
3. Update software (Windows Updates, Browsers, plugins, adobe, Java etc).
4. Save a copy of the backup
5. Save an image of the OS back to the linux partition
6. Release it back into the wild
Circulation Stats (Sampled – 1st 7 weeks)
Circulation Stats (Sampled – 1st 7 weeks)
Timeline

- March 1\textsuperscript{st}, 2016: Begin Circulating laptops (5 Laptops)
- May 12, 2016: Add 5 More laptops
- January 30, 2017: Add 7 hotspots and 3 “Bundles”

Total:
- 301 laptop circs
- 15 hotspot Circs
- 3 laptops not returned
Circulating Hotspots

• 3 bundled with laptops
• 7 circulating individually
• Up to 11 hotspots per fiscal year
• $5 per hotspot, $10/month unlimited data
• Sprint network
• QOS
Provider Alternative

- Provider for large urban libraries (NYPL, CPL)
- Minimum Number of Hotspots
- Different Data Plans (hotspots are free)
- Offer more customized services (cases, branding etc)
What’s In the Case

How to Connect to the Library Hotspot

Charge the battery.
1. Plug the small end of the included cable into the port on the right side of the hotspot.
2. Plug the cable into a standard wall power outlet.

Connect.
1. To turn the hotspot on or off, press and hold the Power Button on the front of the device for at least two seconds (it may take longer).
2. Turn on your Wi-Fi enabled device (Laptop, tablet, etc.).
3. Open the controls on your device that you would like to connect to wireless internet.
4. Find the hotspot’s Wi-Fi name and password (labeled on the front) and enter this information on your device to connect.

Note: The Hotspot is not a fully secure network. Please use caution when sharing your personal data.

What to do when things aren’t working

Charge the battery.
1. Plug the small end of the included cable into the port on the right side of the hotspot.
2. Plug the cable into a standard wall power outlet.

Other things to try.
1. Wait a few minutes and then try again. Sometimes the cellular network loses service temporarily.
2. Power the hotspot off and then turn it on again.
3. Move the hotspot to a new area that may have better service and then try again.
4. Bring your device (laptop, tablets, etc.) into the same room as the hotspot.
5. Give us a call during library hours at 319-356-5200

Note: The hotspot is not a fully secure network. Please use caution when sharing your personal data.

WiFi Name: LibraryHotspot7
Password: 1701191a
Circulation Policy

• 7-day checkout,
• no renewals
• Fine=$1.00/day
• no age restriction
Hotspot Procedures

• Check-in procedure
• Canceling service
• Tech support
http://bit.ly/2mMs8Kp

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