

# Riverpoint Laptop Checkout Pilot Program

## Instructions

### Overview:

During the pilot period (Spring/Summer 2008) the Riverpoint Campus Library is providing six laptops for student checkout and six for faculty checkout. Please note that these laptops are also used for library instruction sessions, so **there will be times when they are not available for checkout**. Also keep in mind that **this is a pilot program**, the primary purpose of which is to gauge the demand for laptop checkout at Riverpoint and to identify issues and procedural glitches prior to offering this as a full-fledged service, scaled to the needs and demands of the students and faculty. Therefore we ask for your patience during the pilot period.

### Brief Guide to Using a Riverpoint Campus Library Laptop:

1. You may use either the power cord or battery power. Batteries should be fully charged but may only provide two hours or less of work time before you will need to plug in.
2. Open the lid and turn on the laptop. The Windows login menu will appear. Log on as follows:

User name: **spok.it.print**  
Password: **Pw#46333**  
Domain: **AD**

This login will work wherever there is wireless service on campus and will allow you to print in the library or the WSU computer lab in the Academic Center building.

3. **Important!!** Before turning off the laptop, you must save your work to a thumb drive or other external source. **Anything saved to the desktop or other folder on the laptop will be lost when the laptop is powered down.**
4. Technical assistance is available at the WSU computer lab on the main floor of the Academic Center.
5. We do not advise that you take the laptop off-campus. If you do, it may be possible to connect to other wireless networks, but technical assistance for connecting to other wireless networks cannot be provided.
6. **Laptops must be returned in person to the Riverpoint Campus Library circulation desk.** We ask that you wait until the laptop is checked in before leaving the desk.
7. The checkout period is four hours or until one hour prior to closing, whichever comes first.
8. Reminder: Fines are \$10 per hour for the first two hours overdue, then \$5 per hour after that. **The replacement fee for a lost or damaged laptop is \$2300. Do not leave the laptop unattended!!**