Georgia Southern University Libraries' Ongoing Technology Checkout Program

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Georgia Association for Instructional Technology (GAIT) IT Forum
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Georgia Southern University campuses and libraries

Georgia Southern University has 3 campuses:
- Armstrong Campus (Savannah)
- Statesboro
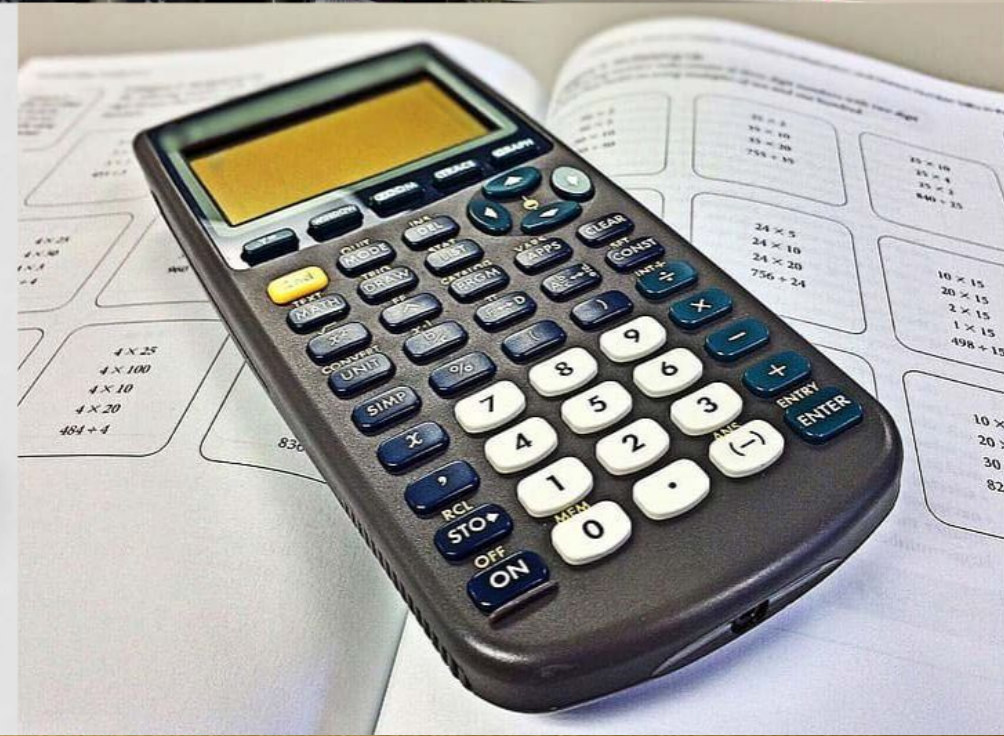- Hinesville

Equipment Offerings

- Approximately 190 checkout laptops
- 40+ graphing calculators
- DSLR cameras (Canon EOS)
- Headphones
- Microphones (high end Blue Yeti mics)
- Projectors
- Tablets and iPads
- Dongles and phone chargers

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Equipment Offerings: Laptop fleet

- Approximately 190 checkout laptops total
  - 36 Chromebooks
  - 32 MacBooks
  - 122 Windows laptops
- Going forward, will not purchase Chromebooks.
- Average age is just over 5 years.
- Checkout is for 1 week for most laptops (some laptops are same day in-building)

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Equipment checkout is popular

- In 2022, cameras were completely checked out so frequently that we had to change from a 7 day to a 4 day loan
- The average laptop is checked out approximately 40% of the time
- Each type of equipment maxes out (ie. all items checked out at the same time) occasionally

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Managing Equipment

- Students do most of the checkouts and check ins
- Lots of equipment has many pieces
  - labeling and packaging helps make it obvious when a part is missing
- Biggest cost / loss
  - Egregiously late returns
  - Obsolescence and replacing older equipment
  - Not the biggest loss: breaking, never returned

Managing equipment: Student Workers

- In hiring, screen out applicants who have turned equipment in egregiously late
- Students have to enforce the rules - get a liability form for expensive equipment checkout, not waive a block on checkouts
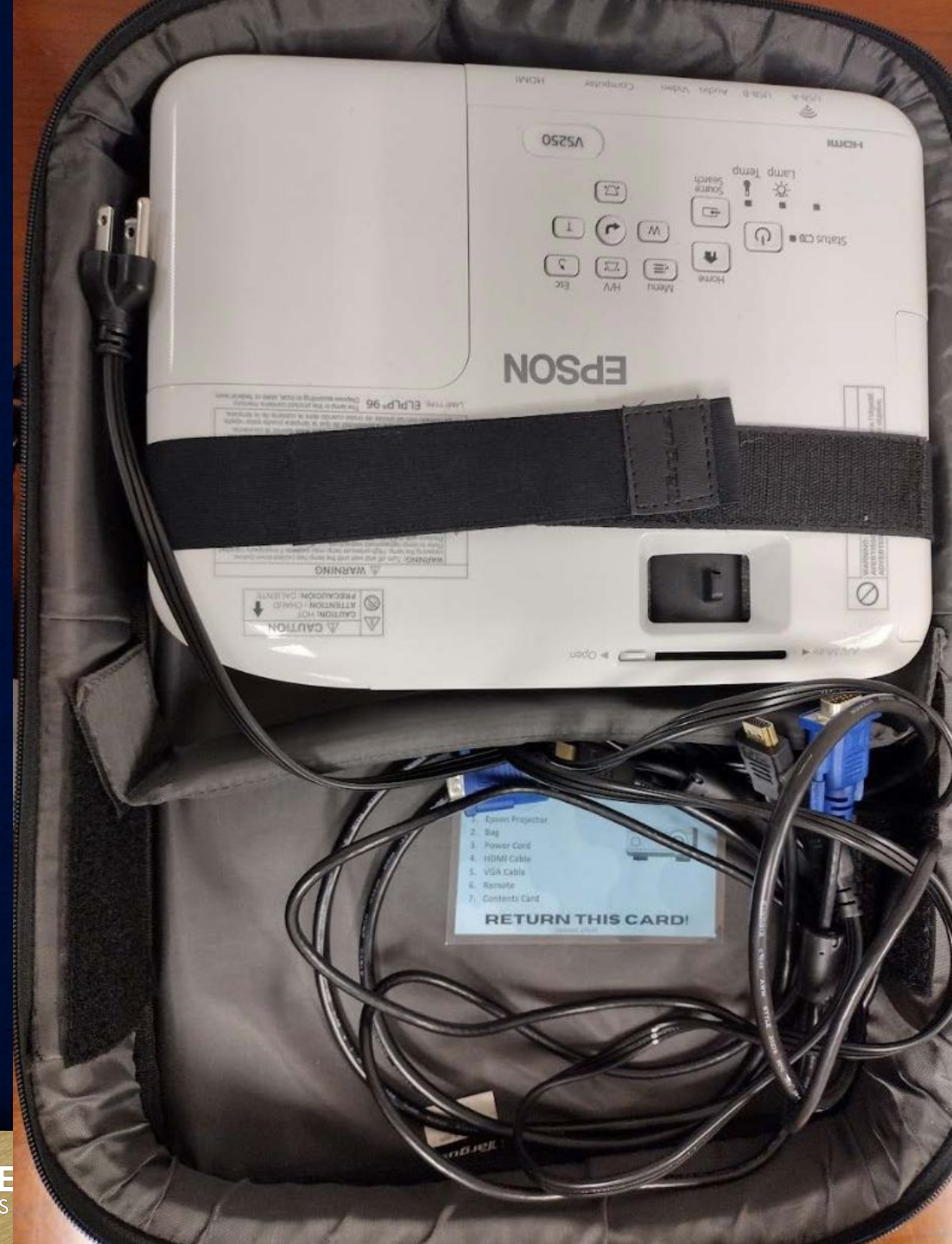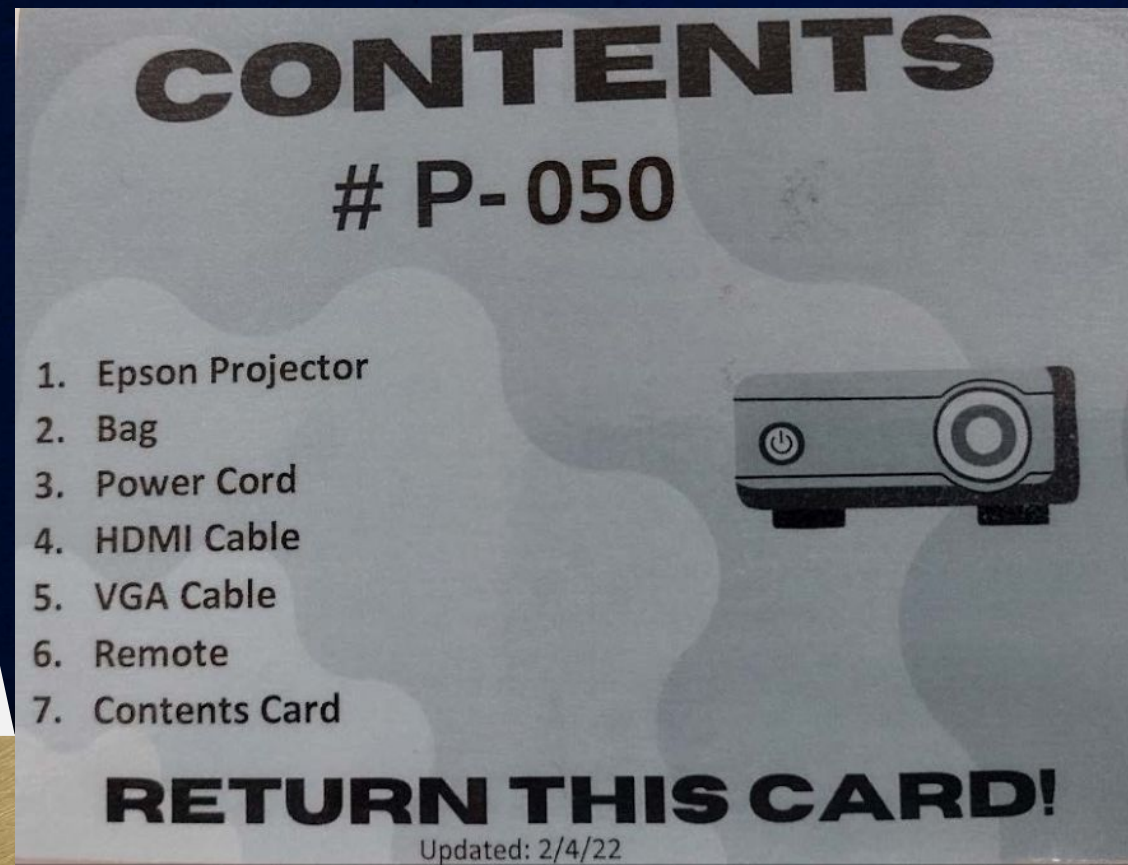- Upper level students train new hires

Managing equipment: Labeling for multipart equipment

Managing equipment: Labeling for multipart equipment

Managing equipment: Labeling for multipart equipment

CONTENTS
P-050

1. Epson Projector
2. Bag
3. Power Cord
4. HDMI Cable
5. VGA Cable
6. Remote
7. Contents Card

RETURN THIS CARD!

Updated: 2/4/22

Managing equipment: Labeling for multipart equipment

Managing equipment: Packaging

- Cases and protectors to prevent breakage
- Cases to keep multipart equipment together
- Packaging to handle odd shapes and sizes

Managing equipment: Packaging

Managing equipment: Packaging

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Managing equipment: Packaging

Costs of the Laptop Checkout Program: Laptop Repairs

- Most laptop repairs are done in house
  - Replacing screens and keyboards is common
  - Two full time employees spend a good chunk of time on repairs
- Cost of parts = $3,000 per yr

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Costs of the Laptop Checkout Program: Losses

- Fleet size = 190 total
- Replacement parts for repairs = $3,000 annually
- Approximately 4 laptops never returned per year = $4,400
- Approximately 3 laptops irreparably broken per year = $3,300
- Replacing laptops on a 5 year cycle = $41,800 annually
- (but, we currently don't replace on a 5 year cycle; laptops are up to 12 years old)
- Total of $52,000 per year (excluding labor)

- At any given time, about 20 laptops are egregiously overdue.

Reducing laptop losses (ie. late returns)

- The Georgia Southern University Libraries are fine free.
- Laptops have a 7 day checkout period.
- To reduce losses:
  - If equipment is overdue, suspend equipment checkout.
  - Notes in the checkout system and 3 late returns or any missing equipment items means no more equipment checkout.
  - For overdue laptops, systems locks them and displays a message saying to return them.

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