

## **Follett Chromebooks Guide:**

### **Chromebook Classroom Set's & Agreement Process:**

- Checking these chromebooks out in Follett will be done as classroom sets under a teacher's name: **Circulation > Check out Items > Check box "Only Active Patrons" > Type in Teachers name > Go > Select Teacher > Start scanning/entering barcodes for chromebooks.**
- There will be an agreement form for each teacher to sign upon picking the chromebooks & chargers up. The Librarian/Library Manager will keep the signed agreement form for when the end of the year arrives and the chromebooks are to be returned to the library. **\*Teachers have a separate agreement form for their teacher chromebooks\***
- Before chromebooks are returned at end of year, print from Follett each teacher's list of chromebooks that were checked out to them: **Circulation > Check out Items > Type a teacher's name > Go > Select Teacher > Select "Print Receipt"**. Repeat this for each teacher that checked out chromebooks on your campus.
- You will use the printed receipt to compare to the chromebooks they bring back. You and the teacher initial the agreement for the return.
- If for any reason these barcodes do not match please make note of the discrepancies. Notes need to include the barcodes (or serial numbers if barcodes are not available) and a short description beside it (missing, broken, extra...). Keep the agreement form & Follett receipt together.
- Checking these chromebooks back in Follett: **Circulation > Check in Items > Start Scanning/Entering barcodes of chromebooks.**