

Library Checkout Policy for GISD Technology Devices

- **Catalog and tag all devices through Destiny**
 - Description
 - Model
 - Serial Number

- **Checkout devices to individuals (not classrooms/room numbers)**
 - Faculty only for devices taken off-campus

- **Devices checked out to faculty that are taken off-campus:**
 - Must submit a Staff Technology Device Checkout form in *eduphoria! Formspace*
 1. Login to *eduphoria!*
 2. Select **Formspace**
 3. Select **Submit New Form** button (located bottom, left frame)
 4. Select **Technology** category
 5. Select **Staff Technology Device Checkout** form
 6. Fill in all information
 7. Select the **Submit Form** button (located bottom of form)

- **Device accounts: all accounts will be provided by the GISD Technology Department**
 - Librarians have access to all Apple accounts
 - Google accounts provided by campus technicians