

Montana State Library Training Labs Reservation Form

Please complete this form and return to Joann Flick, MSL, by email (jflick@mt.gov) or fax (444-0266)

Number of laptops requested (maximum 24) _____

Date(s) for which reservation is made:
(Please indicate pick-up and return date(s). Except for MSL staff, labs may be scheduled for pick-up between 9:00 to 10:00 a.m. OR 4:00 to 5:00 p.m., Monday through Friday.)

Pick-up Date _____

Pick-up Time _____

Return Date _____

Return Time _____

Software to be installed (See Core Software List below) _____

Optional Equipment (4 projectors/1 router available) _____

Agency/Organization _____

Person making reservation _____

Phone: _____

Email: _____

Lab will be taken to _____

Additional Information _____

Signature of Responsible Person _____

- LOCATION:** The Montana State Library is two blocks east of the State Capitol on Sixth Avenue. Please ask for assistance at the reception desk.
- CORE SOFTWARE AND CONFIGURATION:** MSL Network Administrator is responsible for the installation and maintenance of MSL Core desktop software.
 - Windows 2007 64 bit Operating System
 - Wireless capacity
 - MS Office 2007 SP2
 - NOD32 Antivirus 4.0
 - Adobe Acrobat Reader
 - Adobe SVC Reader
 - Cute PDF writer
 - ESRI ArcGIS 10 Service Pack 2
 - Flash Player for IE and Mozilla Firefox
 - Google Earth
 - Mozilla Firefox 6.0
 - Quicktime 7.7
 - RealPlayer 14.05.660
 - Pictometry
 - SirsiDynix Workflows Client
 - ContentDM Project Client (Montana Memory Project)
 - Overdrive Media Console (Montana Library2Go)
 - Deep Freeze 7
 - DNR Garmin GPS reader

3. **CUSTOM SOFTWARE AND HARDWARE INSTALLATION:** The MSL Network Administrator is responsible for the following:
- Scheduling custom installation; two-week's notice, and acceptable documentation required
 - All installation and testing of customer specific software and hardware
 - Uninstalling custom software and hardware after use

The user is responsible for the following:

- Providing any documentation including licenses or assistance pursuant to the above mentioned installation at least one (2) weeks in advance.
- Confirming the integrity of the software installation at least three (3) in advance.

4. **WIRELESS LAPTOP TRAINING LAB ACCESSORIES AUTOMATICALLY INCLUDED WITH LAB:**

- Computer mice (12)
- Power supplies (12)
- Mouse Pads
- Power strips (2)
- Surge protectors (3)
- 5' Medium duty Extension cord (orange)
- 9' Extension cords (grey)
- 15' Extension cords (grey)
- 25' Heavy duty Extension cord (orange)
- 50' Heavy duty Extension cord (yellow)

Projector & accessories – optional

- Dell 2300MP Projector
- Projector - Manual
- Projector - Power cord
- Projector - Remote control
- Projector - Projector to Computer connection cable
- Replacement - Dell 2300MP Projector Bulb

Wireless router –optional

- Linksys WRT54GS Wireless Router
- Router - Power Supply
- 20' CAT-5 cable

The MSL Administrative staff will verify the contents of the laptop training labs prior to their deployment and will inventory the contents upon the labs return.

5. **HANDLING, STORAGE, AND TRANSPORT GUIDELINES:** Canvas bags with foam inserts are provided for laptop labs storage and transport. Labs should be stored in bags in a secure location and when not in use. Laptops, cords, mice, and bags are numbered; laptops must be returned to the corresponding bags. Laptop labs should not be stored in vehicles. Laptops should be allowed to come to room temperature before they are turned on. Use power cords with laptops rather than relying on batteries. The user is responsible for returning all equipment to the Montana State Library in the same condition that it was received.