**Circulating Media Kit Checklist for CML Staff**

1. When a kit is returned, it will not be checked in by circulation. It will be placed in the ILL tub.
2. Check for all parts (especially internal SD cards) and, if present, check in kit using Normal Mode on Polaris Check-In screen. If the kit was returned the previous day, please change the check-in mode to 1 free day. If you are not sure exactly when the kit was returned, please err on the side of caution. CAREFUL: DO NOT trigger the hold for the next patron yet. If there is a hold waiting, reply “NO” at the first checkin prompt asking if you want to hold the item. Reply “YES” when asked if you want to reactivate the request. Open item record and change item status to in-repair while processing (this allows holds to still be placed). Place any feedback forms in Mark’s box.
3. Turn on each device. Look for saved files and delete them.
* Podcast kit – delete from device or plug into computer and find them.
* Videocasting kit – delete from device.
* Movie Kit – delete from videocamera, select menu, select setup, select format, select “int. memory”, select “ok” to delete….then go back and do it again for “memory card”.
* Music Kit – From the iPad’s desktop, open Garage Band, delete any files in the My Music area. Open Dropbox, if there is a linked account, select “unlink iPad from Dropbox.”
* From Settings, click on the Mail menu item and delete the email account if one has been saved, click on the Safari menu item to clear history and cookies.
	+ Locate the unlock code schedule on the I-drive at I:\AS\Media Kits\”Current Mobile Music Kit IPAD lock code.” Follow the instructions listed there for resetting the code. Update the file to indicate which code is the current one. Tape a card with the new code to the inside of the ipad case. Put the current code card in the front of the sleeve above Mark’s computer.
1. Charge device or replace battery if needed (Podcast and Videocasting kits have regular batteries). Batteries will be next to the Kindle forms folder or in the locked cabinet.
2. Check item in. If there is a hold, scan twice to print 2 hold slips.
3. Place a blank feedback form in the case. Blank forms are stored in a folder at circ.
4. Shelve kit below ILL holds. If there is a hold, attach one hold slip to the media kit case, put the other hold slip in one of the placeholder boxes that says “Your Media Maker Kit is ready to be picked up” and shelve the placeholder with public holds. If there is no hold, put the matching put a media display box on the bestseller cart.