Presentation Equipment Procedures

The Information Services Department maintains electronic presentation equipment in most classrooms and meeting rooms. In addition, the Library has the following equipment available for short-term loan to faculty and staff.

- Laptop computers
- LCD projector
- Video Recorder/Player
- Laser pointers
- Slide projector
- DVD/CD/DVD-R Player

Laptops

Each laptop is loaded with Windows 7, McAfee Virus Protection, Adobe Reader, and Microsoft Office 2010 Suite, including PowerPoint. Each is equipped with a CD burner, DVD ROM drive and several USB ports. Laptops are configured for wireless internet access. Specifications: HP ProBook 4530s, Intel Cor i3 processor, 2 GB RAM, 320GB hard drive.

Reservations

- Reserve equipment by contacting library front desk or by email library@umh.umt.edu
- Be sure to specify all equipment you will need (laptop, projector, etc.)
- Indicate total time you will need the equipment, including time for set-up and return.
- Reservations can be made up to 3 months in advance.

Pick-up and Return

- All loans of equipment are short-term, 24-48 hours.
- You may pick-up equipment during normal library hours. The library does not deliver equipment to instructional locations.
- Return equipment on time and be sure to return all accompanying cords, remote control, etc.

Set-Up and Operation

- Responsibility for set-up and operation of equipment rests with the borrower.
- Instructions for using the laptops and LCD projectors are included in the cases.
- For training or assistance in using the equipment, please contact the Information Services Department it@umh.umt.edu (406)459-2772