

# ECF Device Inventory Solutions: Scenario 1

## Integrated Library System (ILS) Reports

As part of the Emergency Connectivity Fund (ECF) libraries are required to maintain inventory records for devices they lend to individuals including hotspots, laptops and tablets.

As part of the ECF, libraries need to keep records of the following information for 10 years to be in compliance with the ECF data retention policy:

- (a) device type (i.e., laptop, tablet, mobile hotspot, modem/router);
- (b) device make/model; (c) equipment serial number;
- (d) the name of the person to whom the device was provided; and
- (e) the dates the device was loaned out and returned to the school or library

One solution that has been proposed to meet the ECF inventory requirements is to use the ILS data to create the reports needed to gather and store the required information. While libraries need to gather the information listed above, the information does not need to be stored together. There needs to be some way to identify that a hotspot checked out on a specific date was returned but that information does not need to be contained within one report.

Depending on the ILS and staff expertise, some libraries will be able to create and run these reports themselves. Other libraries may need to reach out to their ILS vendor to help create the report.

### Report 1: Checkout Information

Identify all users who have checked out ECF eligible devices in the last 24 hours. The report would include:

- Device barcode or other unique identification number
- Patron barcode
- Patron Name
- Check out date

This report would be run daily and would be exported and stored in a safe location. The device barcode in Report 1 would be the primary data source to link the data gathered in Report 2 and Report 3. These three reports work together to provide the data a library needs to meet the device inventory requirements. Be sure to store this report in a secure location. It contains patron information and should be stored in a way that

# Report