# 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 will be the number that is used 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 is safe and secure. The library should also have a plan in place to delete this information when the ECF data retention policy expires.

# Report 2: Device Type

As part of the ECF device inventory requirements the library will need to track each device type (i.e., laptop, tablet, mobile hotspot); device make/model; and the equipment serial number. The library may want to include this information in the ILS item records and include the following information in the above report. If you do this make sure the data is in a field that can easily be exported.

# Lending Hotspots

Many hotspot vendors provide the library with a spreadsheet that includes the following information:
- Hotspot make/model
- Equipment serial number: MDM, MEID, or SIM number.
- Barcode: The barcode is a unique machine readable number that identifies the unique item in the ILS. Some vendors provide this number or the library may need to enter manually.

### Lending Mobile Device

The library may need to create this report manually but sometimes a vendor will provide a report with this information. The library may need to create and add the barcode. The report should include:
- Library barcode
- Vendor service tag
- Tablet or laptop make, model

# Report 3: ECF Eligible Device Check In Date

Even though the ILS delinks the item barcode from the patron record when the item is returned the ILS includes among other things a record of the item barcode (or other unique identification number) and the return date of the item in a log file. Libraries can run a report of the log to identify the return date(s) or the date an item is marked lost of all barcodes or other unique identification numbers associated with the ECF eligible devices and export that list. This information is not held indefinitely so libraries will need to run this report regularly before the data is purged to ensure they capture the needed data.

# Conclusion

Libraries should run test reports before they begin lending the ECF eligible equipment to ensure they can export the necessary data needed to comply with the ECF inventory requirements. Each ILS stores data differently so libraries may need to adjust what data is queried from the system in order to create the reports.