

Library Guide for Students

This guide is for students who need guidance on accessing library resources at Moorpark College during the reopening of campus.

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Requesting Laptops and Hotspots

Any student who is currently enrolled at Moorpark College may request to borrow a laptop for the semester. The library has two types of laptops: Dell, Chromebook. **Please refer to the Equipment Details section below to learn about the two different laptops' capabilities. This is important information to help you decide which option is best for you to complete your coursework.** Semester loans for laptops, hotspots, and Textbook Lending Program books are due on the last day of finals.

Requesting Laptops and Hotspots

You may place requests for laptops and hotspots by following the steps below.

1. Go to the Moorpark College Library website.
2. Locate the "Request a Laptop/Hotspot" button. It is located below the library pages directory.
3. Sign in with your MyVCCCD login
4. Select the item you want to request (Dell laptop, mobile hotspot, Chromebook)
5. Click on **"Request"**
6. Then click on **"Send Request"**
7. You will receive an email letting you know when it is ready for pickup
8. If needed, please call 805-378-1450 or email mclibrary@vccd.edu and we can guide you through the process

Get It

REQUEST:

[← BACK TO ITEMS](#)

Request

Pickup Location
Moorpark College Library

Material Type

Hold Comment

Reserve Laptops & Hotspots

The library has the following items available for in-library use only at the Circulation Desk:

- 2 Dell laptops
- 3 Chromebooks
- 4 hotspots
- Headsets with microphones

Laptop



Equipment Details

Dell

Each Dell laptop comes pre-installed with the following programs:

- Windows 10
- MS Office Suite (includes Outlook, PowerPoint, Word, Excel, Access, Skype, OneNote, OneDrive)
- Trend Anti-Virus
- Adobe Creative Cloud and Acrobat DC (Patrons must have their own Adobe account for these programs to work)
- Google Chrome
- Mozilla Firefox
- VLC media Player

A charging cable will also come with the laptop. Additionally, there are certain programs that can be downloaded should you need them, like Zoom.

Chromebook

Chromebooks are for those who need basic access to the internet and **cannot** have special programs/software downloaded onto them. Selecting a Chromebook over a Dell laptop will only give patrons the ability to use "browser-friendly" versions of programs such as Microsoft Suite (Outlook, Word, PowerPoint, Excel, etc) and Google (Drive, Docs, Slides, Sheets, etc). Canvas would also be accessible.

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URL: <https://moorparkcollege.libguides.com/StudentGuide>

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