

CLARION UNIVERSITY LIBRARIES iPAD BORROWING POLICY

Eligible borrowers:

Currently enrolled students of Clarion University of Pennsylvania may borrow available iPads. We regret that we cannot lend iPads to Clarion University staff/faculty or members of the community.

Borrower's Responsibilities:

The borrower is responsible for the proper use and safe return of the iPad, power cord, power adapter, protective cover, and carrying case.

The borrower also understands that when the iPad is returned to the circulation desk, all data is wiped clean from the iPad. It is the borrower's responsibility to save data before returning the iPad to the circulation desk.

Length of Circulation: iPads are circulated for 7 days. The iPad is due back 1 hour before closing on the due date.

Circulation of iPads:

iPads are charged out at the circulation desk.

Availability is on a first-come, first-serve basis. No reservations are accepted. Availability is subject to library needs.

Eligible borrowers must present a valid Clarion University ID at the circulation desk as well as sign an agreement outlining the borrower's responsibilities and potential liabilities before the iPad is charged out. This form is valid for one academic year and following summer.

Only 1 iPad can be borrowed per person.

Loan duration is 7 days. There are NO renewals.

The borrower is responsible for the safe return of the iPad, power cord, power adapter, protective cover, and carrying case.

Library personnel will check to see that the iPad and all related components are returned intact. This may take several minutes. It is highly recommended that the borrower wait while the iPad is examined.

A borrower (using his/her own Apple ID) may install apps on the iPad. When the iPad is returned, any apps that the borrower has installed will be cleaned off of the system immediately.

**CLARION UNIVERSITY LIBRARIES
IPAD BORROWING AGREEMENT**

- iPad checkout is limited to 7 days.
- **Late fees are \$10 per day (with a max fine of \$50.00).**
- The iPad is to be returned directly to personnel at the circulation desk.
- Do NOT return the iPad in the outside Book Drop.
- After an iPad is 5 days overdue, a replacement cost of up to \$600 will be charged to any patron who fails to return an iPad and all related components.
- Fees for *damaged* equipment will be assessed on a case-by-case basis. Library systems administration and/or the Center for Computing Services personnel will establish the cost of repair that will be passed on to the borrower returning the damaged unit.
- Any apps that the borrower has installed will be immediately deleted by circulation staff when the iPad is returned.

BORROWER'S NAME (Printed): _____

CLARION ID NUMBER: _____

LOCAL ADDRESS: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

LIABILITY STATEMENT:

"I agree to pay all costs associated with damage to this iPad and its associated components or its replacement costs should it be lost or stolen while it is checked out to me. I understand that the replacement cost for the iPad is up to \$600."

SIGNATURE: _____

DATE: _____

DATE: _____