

CLARION UNIVERSITY LIBRARIES iPAD BORROWING PROCEDURES

Check out procedures

- 1.) Student must have completed an iPad Borrowing Agreement. These are kept on file for one semester only. Check the x-files drawer to see if a student has one on file. If no agreement is located, please give him/her an agreement form to complete.
- 2.) Check the iPad out in Voyager. The only item that has a barcode is the iPad itself; however, there are actually five items that are being checked out to the patron. EVERY time an iPad is checked out, please ensure that all 5 of these items are included. The items are:
 - a.) iPad
 - b.) power cord
 - c.) power adapter box
 - d.) protective screen cover
 - e.) carrying case
- 3.) Item is checked out for seven days. The iPad can leave the library. It is due back to the library 1 hour before closing on the due date. (There are NO RENEWALS.)

Check in procedures

- 1.) Please kindly ask the borrower to wait until staff ensures that all materials have been returned undamaged.
- 2.) Please remind the borrower that the iPad will be wiped clean immediately. (All apps will be deleted.)
- 3.) When the iPad is returned, library personnel must check to see that the iPad and all related components are returned intact.
 - a. iPad—make sure screen is not cracked or damaged
 - b. power cord—make sure the cord is not damaged
 - c. power adapter box
 - d. protective screen cover
 - e. carrying case*****All of the numbers on all 5 pieces must match (ex. iPad 1, carrying case 1, cord 1, etc.)**
- 4.) Plug the iPad into the configurator. The system takes approximately 2 minutes to reset to factory settings. When the system is finished, "RESTORE COMPLETE" will appear on the screen.
- 5.) When the system is done reimaging, place it into the large black charger. This system will start recharging the iPad immediately. DO NOT POWER OFF THE iPad.