

TABLET BORROWING AGREEMENT AND POLICY FOR USE

NAME
DEPARTMENT
 Faculty Student Staff

IIT ID
IIT STATUS

I understand that I am responsible for the safe and timely return to the Galvin Library Circulation Desk of this borrowed tablet. I acknowledge that I have read and understand the Rules of Use listed below. If damages or late fees are incurred I understand that I am responsible for all charges up to the full replacement cost of the tablet.

SIGNATURE
DATE

RULES OF USE:

- Galvin Library loaner tablets are for use by current IIT students, faculty and staff.
- You are responsible for ensuring the tablet is not damaged, lost or stolen while checked out to you.
- The tablet should be returned to a library staff member at the Circulation Desk by the date issued.
- There is a 3 day circulation period. You must return the tablet to the circulation desk in 3 days. At that time, you may renew for an additional 3 days. After 6 days, you must wait 24 hours before the tablet can be checked out again.
- Call the circulation desk 312.567.6847 to verify due date and time if needed.
- An overdue charge of \$25.00 is assessed automatically when a tablet is overdue, and \$25 for each continuing day that the tablet is late.
- Replacement fees are as follows: tablet - \$500, charger and power cord - \$50,
- Advance reservations are not accepted for loaner tablets. Tablets are lent on a first-come, first serve basis. Users may not borrow more than 1 tablet at a time.
- Upon return the iPad will be restored to default settings and all data and applications will be removed during the restore process. Any applications purchased in your iTunes account will be retained in your iTunes account, but not on the iPad.
- Users are required to adhere to IIT and Galvin Library computing policies.
 Go to http://www.iit.edu/ots/ots_policies_use_of_computer_resources_policy.shtml or <http://library.iit.edu/about/policies/computing-access>

For Staff Use Only

Due Time		
Items		
Tablet #		
	OUT	IN
Power Cord (2) pieces		
iPad has been renewed	YES	NO
New Due Date & Time		

