iPad Borrowing Agreement and Use

Borrower Information: (please print)

Name: ___________________________________________  Department: ________________

ID Number: _______________________________  Status: ____________________________________________
(faculty, staff, student, or VanderCook)

I understand that I am responsible for the safe and timely return to the Galvin Library Circulation desk of this borrowed iPad. 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 iPad.

Borrower Signature: _______________________________  Date: ________________

Rules of Use:
Galvin Library loaner iPads are for use by current IIT students, faculty and staff, and those affiliated with VanderCook.

• You are responsible for ensuring the iPad is not damaged, lost or stolen while checked out to you.
• The iPad should be returned to a library staff member at the Circulation Desk by the due date issued.
• There is a 4 day circulation period. You must return the laptop to the circulation desk in 4 days. At that time, you may renew for an additional 4 days. After 8 days, you must wait 24 hours before iPad can be checked out again.
• An overdue charge of $25.00 is assessed automatically when a iPad is overdue, and $25 for each continuing day the iPad is late.
• Replacement fees are as follows: iPad - $500, charger and power cord - $50
• Advance reservations are not accepted for loaner iPads. iPads are lent on a first-come, first serve basis. Users may not borrow more than 1 iPad at a time.
• Do not save data to the iPad. Anything saved on the hard drive or to the iPad will be lost when you return the iPad.
• Users are required to adhere to OTS (https://ots.iit.edu/policies) and Galvin Library (https://library.iit.edu/about/policies) policies.

For Staff Use Only

Due Time ________________________________

□ iPad has been renewed

New Due Time ________________________________

Items  Out  In
iPad #  □  □
Power Cord  □  □
Adaptor  □  □