



iPad Circulation Policy

Eligibility

iPads can be checked out from the Grace Hauenstein Library by Aquinas College faculty, students, and staff with a current Aquinas ID card, who maintain a valid library account in good standing, and who read, agree to, and sign the ***iPad Loan Agreement***.

The user's AQ ID card must be presented to the circulation staff each time a laptop is borrowed.

The ***iPad Loan Agreement*** must be read and signed each time an iPad is borrowed. Only one iPad can be checked out per person. Under no circumstances will a user be allowed to check out an iPad for another person.

Loan period

iPads must be checked out up and dropped off during regular business hours at the Grace Hauenstein media desk (or, if media is closed, circulation desk).

The loan period is three days for students, staff and faculty.

iPads are provided on a first-come, first-served basis. The Grace Hauenstein Library cannot guarantee that an iPad will be available. There is a 24-hour turnaround time for maintenance on returned iPads.

iPads are not eligible for renewal.

All iPads must be returned directly to the Grace Hauenstein Library media desk (or, if media is closed, circulation desk). Please do not return them to any other location or place them in library drop boxes.

iPads will not be available for checkout during break periods.

Fines and Damages

A \$15 late fee will be assessed for each day the iPad is returned past its due date. Fines will be recorded on the borrower's library record and may result in borrowing and registration restrictions.

The working condition of the iPad will be assessed before checkout and upon its return. Users are responsible for damage to and/or loss or theft of loaned units. Users are required to report any problems experienced with the iPad during their borrowing period.

The replacement cost for a lost, stolen, or damaged iPad is \$800. If an iPad is 3 days overdue, it is considered lost or stolen, and the borrower will be charged for its replacement.

A charge of \$40 will be assessed for each lost power cord and adapter; \$50 for a lost case. Damage charges will be assessed based on the actual repair costs.

Borrower Responsibilities

Prior to checking out equipment, you must:

- Complete the ***iPad Loan Agreement*** form in which you acknowledge responsibility for the equipment and peripherals checked out under your name.
- Provide a valid AQ ID at time of check out.
- You are financially responsible for:
 - Full replacement cost of all equipment checked out to you, if lost or stolen during the checkout period.
 - Full repair costs charged if the equipment is damaged, including spills from food or drink.
 - Damage or replacement charges will be charged directly to your AQ account.

Never leave the equipment unattended while it is checked out to you!

All files should be stored on external storage i.e. a flash drive, email, etc. prior to the return of the equipment to the circulation desk. Grace Hauenstein Library does not assume any responsibility for files stored on the hard disk or the recovery of files accidentally left on the hard disk after the laptop has been returned. **Please do not store files or logins on the equipment. Once the equipment is shut down or loses power, all files are deleted!**

Neither Aquinas College nor the Grace Hauenstein Library is responsible for any computer viruses that may be transferred to, or from, a user's disk or network account.

Personal software may not be loaded onto the iPads at any time.

iPads must be checked out up and dropped off during regular business hours at the Grace Hauenstein media desk (or, if media is closed, circulation desk). If the equipment is due after the circulation desk closes, it must be returned at least 30 minutes before the circulation desk closes.

Violation of above policies will be grounds for refusal of service in the future, and/or fines.

All use of the equipment must comply with Aquinas College's Acceptable use policy.

The policies above and the number and type of equipment are subject to change.