I, ________________________ student ID number : ________________________ accept full responsibility for the iPad and the accessories I am borrowing and agree to the stated conditions of use. I agree that this iPad was in working order when I checked it out, and will reimburse Fox Valley Technical College Library for the cost of replacing this iPad and/or any accessories, if they are damaged, lost, or stolen while checked out in my name. I understand that the replacement cost for iPads and/or accessories will be no less than $500.

**Borrower:**

<table>
<thead>
<tr>
<th>Print name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign name:</td>
</tr>
</tbody>
</table>

**IPad Checkout Quick Facts**

- There is no cost to students to check out an iPad. This is a FREE service.
- iPads may be checked out for 2 hours with no renewals.
- Take care of your iPad, as you are financially responsible for any loss or damage. $500 replacement fee.
- To check out an iPad, bring your FVTC student photo ID. You must also sign a lending agreement.
- iPads must be checked out or returned at least 30 minutes before the library closes and they cannot be returned in the bookdrop.
- See the full policy for more details.
Summary: The FVTC Library is pleased to offer iPads for your research and personal needs. iPads can be checked out for free for ‘in library use only’ for 2 hours at a time by students with an FVTC photo ID. iPads come with many apps pre-installed – apps for general productivity, research and skill building. iPads return to a default imaging set of apps after return.

Details:

1. iPads are checked out for ‘in library use only’ for 2 hours, no renewals.
   a. Note the time of checkout.
   b. iPads that are returned later than 2 hours from checkout will result in a suspension of iPad privileges for the person checking out the iPad for the remainder of the current semester.

2. Borrower must remain at the circulation desk while equipment check is performed both before the loan - and when the item is returned. This may take up to 15 minutes.

3. ONLY a valid FVTC student photo ID can be used for checkout.
   a. The photo id will be held by the Library during the iPad lending period.
   b. Old id’s with no photo, or non-FVTC student photo id’s will not be allowed as ID for iPad checkout.
   c. You may purchase an FVTC student photo ID at the Student Life Center for $5.

4. You will also be required to sign a lending agreement statement for the iPad.

5. You will be billed $500 and a FIN bar will be placed on your FVTC record if for any reason the iPad is lost or has un-repairable damage.

6. Failure to return the iPad will be viewed as theft of college property and pursued under those conditions.

7. You are fully responsible for the iPad when it is checked out to you.
   a. Do not leave an iPad unattended.
   b. If you need to leave your workstation, take the iPad with you.
   c. If you need to go outside the library, return the iPad to the circulation desk and hand it to a staff member wearing a Library Services badge to ensure that you will not be suspended from borrowing privileges or charged for lost item.
   d. Do not have food or drink near the iPad.

8. iPads should be returned at least 30 minutes before the close of the Library.
   a. iPads may only be returned by the borrower.
   b. If an iPad is returned by someone other than the borrower, it will result in a suspension of iPad privileges - for the person who checked out the iPad - for the remainder of the current semester.

9. You may use your own Apple ID to purchase apps, but the copy you downloaded on the Library iPad will not remain on the device.

10. Security of iPads is not guaranteed. Private information and personal files should be kept to a minimum and should never be saved to the iPad hard drive.

11. You must follow FVTC policies regarding use relating to the computer network. Failure to comply with iPad policies and computer use policies will result in being barred from future use.

Revised 9/26/2012 – Copy retained by staff.