IPads in the FVTC Appleton Campus Library – Loan policy

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.
IPad Basics - Official User Guide:

- One of the best features of the iPad is the multi-touch interface built into it.
- Tapping on the iPad can open or close an application, while a double tap can make you zoom in-or-out.
- Flicking your finger on the screen lets you turn pages or scroll through lists.
- Spreading your fingers apart over an image on the screen will bring the image in closer, or enlarge it.
- Pinching your fingers together will bring it back to the original size.
- Sliding or dragging your finger on the screen can move apps to a more convenient spot.

Important Keys
The iPad uses the multi-touch interface primarily, but there are several important keys to know about on the device.

On the top of the iPad is the ON/OFF button. You must hold the button down for a few seconds to turn on-or-off. The microphone and headphone jack are also on the top.

On the right side of the iPad are the VOLUME CONTROL and SCREEN ROTATION LOCK KEYS. If the screen rotation button is not activated, the screen rotates depending on how the device is being held. (This may be both helpful or detrimental depending on the task being performed.)

On the bottom of the iPad is the DOC CONNECTOR and the SPEAKER. The dock connector is used to recharge the battery, but using the USB cable, and connecting it to the power adaptor. It is also used to synchronize the iPad to the iTunes account on your PC or Mac, in order to download apps, music, movies, etc.

Home and App Buttons
At the bottom of the screen is a small, round, soft indentation in the screen. This is the “HOME” button. To get back to the main page from any application or setting on the iPad, at any time, depress the home button.

The library’s iPads contain dozens of educational apps (click on Apps tab for more information), but there are also several basic functional apps that come on the iPad – calendar, maps, photos, safari, etc. Some of these are pretty self-explanatory and will be easily understood upon opening.

Safari is the app, which connects you to the internet. Touching the Safari icon will take you to a search screen. By touching the search box, you will bring up a virtual keyboard, which you use to type your search request. In place of the key on your computer keyboard that says "Enter", a key appears which says "Search". This will launch your internet search. Like your PC, you are able to have a number of windows open at the same time. Near the top left of the main screen is a tiny box which contains a number. This number corresponds with the number of windows open at the same time. To see a thumbnail of each open window, press the small number. To closeout any of the open windows, press the "x" inside the circle.

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.

Still have questions? See ‘Ask a Librarian’ on our Library’s main page:
http://www.fvtc.edu/library

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