Guilford College Hege Library
iPad Check Out

Guilford College Hege Library has purchased 14 iPads for checkout to students, faculty, and staff of Guilford College. To build on Hege Library’s mission of providing services that “enhance Guilford’s academic program in an environment conducive to the pursuit of an excellent liberal arts education,” iPads are for checkout to encourage research, discovery, and innovation. We invite and endorse the use of this technology for the expansion of the following:

- The exploration of new technology and its usefulness in academic pursuits
- To provide access to technology that may be unavailable to individuals in our institution in order to promote innovative teaching and learning methods
- To aid our students, faculty, and staff in understanding ever-changing technology and its role in the larger world.

Guidelines
This iPad is available for checkout for 72 hours. After 72 hours, you will begin accruing fines. The fine for an overdue iPad is $10 (ten) dollars per hour, with the maximum overdue fine of $1,000. The loss of the protective cover or iPad charger will result in a $50.00 fine. You are free to take the iPad out of the library, keeping in mind that if it is broken or lost, you will pay the replacement fine ($500). You have the option of checking out a bag for your iPad.

The iPad will be configured with a standard suite of programs and applications, including mail, calendar, iTunes, etc. You are free to load your own apps on the iPad, keeping in mind that the iPad will be restored to factory settings upon return. Support will be provided by the Instructional Technology Librarian. You should also keep in mind the College policies for appropriate use of software.

You will be responsible for all costs to repair or replace the iPad if the damage or loss is due to negligence or intentional misconduct. Do NOT return the iPad in the book return drop box. You will pay for the damage that will be done if you return the iPad in this manner. Policies for appropriate use of College property as identified in the student and faculty/staff handbooks or elsewhere may be used to determine whether liability due to negligent behavior exists. Should you have problems with your iPad, you will need to bring it to the Hege Library front desk for hardware repair, software installation, or problem diagnosis.

Internet Use and Data
You should feel free to use your iPad to connect to the Internet from locations other than campus, such as through an Internet service provider (ISP) at your home. Your iPad will be configured for wireless Internet connection on campus (GC-Secure). However, Hege Library staff will neither provide Internet access to you from off campus nor configure your iPad to work with your ISP. Although IT&S may offer some tips or advice about best practices for off-campus use, it will be up to you and your ISP to make remote connections work.

Proper Storage and Handling
The following guidelines should be followed when storing and traveling with the College iPad:

- Do not leave your iPad in an automobile or other location that is exposed to the weather for any length of time as the LCD screen is susceptible to damage from heat, cold, moisture, and theft.
- As with any electronic device, keep liquids away from the iPad.
- Do not leave your iPad in an open area where it can be easily taken, stolen, or damaged.
* When not in use, cover the iPad with the cover provided.

**Loss and Theft**
If your iPad is lost or stolen (either on or off campus), you must report the disappearance to Hege Library (316-2450). Theft or loss that occurs on campus should also be reported to the Security office (316-2909). For theft or loss off campus, you should report the disappearance to the local police. The police report should include the serial number for the lost iPad, which will be provided by Hege Library staff. You will need to provide Hege Library with a copy of the police report within 48 hours of the discovery of the loss. In addition, Hege Library will enable the “Find my iPad” function on every iPad, and restore the iPad to factory settings upon the report of a lost or stolen iPad.

**Agreement**
I agree to assume full financial responsibility for the iPad for the time that it is checked out to me.

I understand that I will be billed $10.00 (ten) for every 1 (one) hour that the iPad is overdue, and that the maximum fine for an overdue iPad is $1,000.

I agree to pay Guilford College Hege Library a replacement charge plus a processing fee for damage or the loss of the iPad not to exceed $500.00. I understand that the fine for a lost or damaged protective cover or charger is $50.00 per item.

These charges will be subject to the same collection procedures that are used for fines or fees for damaged and lost materials.

By signing this agreement, I agree to the above statements, and take full responsibility for the iPad from the point of checkout to return.

Name ____________________________ Date __________ iPad# ______ Bag#____

Signature ________________________ G# ______________________ Staff Initials _______