

## Hocking College Library iPad lending agreement

When borrowing an iPad from the Library, I understand and agree to the following:

- I am responsible for the iPad for as long as it is checked out to me.
- I will not loan the iPad to anyone else, irrespective of his or her affiliation with Hocking College.
- I will not tamper with the iPad hardware or software.
- I will abide by the Hocking College IT Acceptable Use Policy ([http://www.hocking.edu/documents/InformationTechnology/Hocking College Acceptable Use.pdf](http://www.hocking.edu/documents/InformationTechnology/Hocking%20College%20Acceptable%20Use.pdf)).
- I will immediately report any loss, damage, or malfunction of the iPad or its accessories to the Library staff (e-mail [library@hocking.edu](mailto:library@hocking.edu)).
- I agree to pay overdue fines of \$10.00 per day if I return the iPad after the due date.
- I will return the iPad to the Library circulation desk no later than closing time on the date the iPad is due.
- I understand the Hocking College Library is not responsible for any files or personal information left on the iPad, and any data that is stored or accessed will be erased upon its return.
- I accept full financial responsibility for the iPad and all accessories while they are checked out to me.
- Complete policies and guidelines for iPad lending can be found at <http://libguides.hocking.edu/ipad>

By signing below, I certify that I have read, understand, and accept all of the terms and conditions stated above.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Due Date: \_\_\_\_\_

For staff: Please check to make sure charger, case, and bag have all been returned.

All accessories present?    Y \_\_\_\_\_    N \_\_\_\_\_

Date returned: \_\_\_\_\_    Staff initials: \_\_\_\_\_

