Patron Name: Last__________________________________________ First__________________________________________
Phone:________________________________________ Email:________________________________________
Barcode:______________________ iPad # Checked Out:_______________________

- Student (3 Day Loan)
- Faculty (5 Day Loan)

<table>
<thead>
<tr>
<th>DATE OUT</th>
<th>DATE DUE</th>
<th>DATE RETURNED</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Item Checklist Check the condition each item: ✓ = Item in good condition, X = Item in poor condition, non functional or missing

<table>
<thead>
<tr>
<th>OUT</th>
<th>ITEM</th>
<th>IN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>iPad</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Carrying Case</td>
<td></td>
</tr>
<tr>
<td></td>
<td>iPad Case</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Power Adapter</td>
<td></td>
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<tr>
<td></td>
<td>USB Cable</td>
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</tbody>
</table>

COMMENTS:______________________________________________________________________

I, the undersigned, do hereby agree to the terms and conditions of the Thomas Cooper Library iPad Loan Policy and Agreement (see reverse). I understand that by signing this document I acknowledge reading the policy and will be held personally responsible for any damage, loss, or destruction of the equipment while it is in my possession, as well as for any fines due to returning the equipment after the due date and time printed above.

Checkout Signatures
_______________________
Technology Lounge Employee

Return Signature
_______________________
Technology Lounge Employee

_______________________
Patron

_______________________
Patron
iPad Loan Agreement

Eligibility

✦ Only current faculty, staff and students may check out iPads. Patrons must have a valid library account in good standing and must read, agree to, and sign the iPad Loan Agreement.

✦ 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 can be checked out from the Thomas Cooper Library Technology Lounge desk during regular operating hours.

✦ The loan period is 3 days for students and staff, 5 days for faculty.

✦ iPads are provided on a first-come, first-served basis. The Thomas Cooper Library cannot guarantee that an iPad will be available. iPads can be renewed once, but must be renewed in person at the Technology Lounge. There is a 24-hour turnaround time for maintenance on returned iPads.

✦ All iPads must be returned to the Technology Lounge desk during regular operating hours.

Fines and Damages

✦ A $15.00 late fee will be assessed for each day or portion thereof that 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 $600. A charge of $40.00 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. If an iPad is 3 days overdue, it is considered lost or stolen, and the borrower will be charged for its replacement. In this case, patron information including location data from the Find My iPad application will be turned over to university police for recovery if the iPad.

Privacy

✦ iPads available for checkout have 16gb of storage and are equipped with WiFi. iPads come with a suite of preloaded sample files and applications, but users may sync additional data and applications, with the understanding that all data will be wiped and replaced with the standard preloaded files and apps when the iPad is returned to the Thomas Cooper Library. Any additional apps or media purchased by the borrower during the loan period must be done with the borrower's own funds, and is not the responsibility of the Library. Any data or documents saved to the iPad by the patron during the loan period will be permanently erased during the restore process.

Loan policies are also accessible online at http://library.sc.edu/complab/ipad_checkout.html