

St. Francis College Library
Student iPad/Laptop Loan Agreement
Spring 2020

When I borrow an iPad or Laptop from the Library, I understand and agree to the following:

iPad/Laptop Use

I am responsible for the iPad/Laptop, including the power adaptor and/or case. If they are damaged, lost or stolen, I am financially responsible for all related costs (\$650 for an iPad/\$1000 for a Laptop plus a \$50 Library processing fee)

- I will protect it from damage.
- I will not leave it unattended.
- I will take it with me if there is an emergency evacuation of the building.
- I will not loan it to anyone else.
- I will not change or tamper with the hardware or the software.

I understand that data cannot be saved to these devices. When it is powered down all data will be lost. All work must be saved to SFCfiles, a file hosting / storage service (e.g. Dropbox, Google Drive) or emailed.

Loan Policy

- Only SFC students may borrow an iPad/Laptop. A valid SFC ID card is required
- iPads/Laptops are loaned for 4-hour periods. No automatic renewals or holds are allowed.
- Overdue fines for iPads/Laptops are \$5 per half-hour or any part thereof, up to a maximum fine of \$650 for an iPad (reduced to \$100 upon return of the iPad).
- An overdue iPad/Laptop will result in a “block” on your account until the item is returned.
- iPads/Laptops must be returned at the end of the day.
- iPads/Laptops are due one hour before the close of the Library.
- No overnight loans are permitted.
- When the iPad/Laptop is returned you must give it to the staff and wait for it to be checked-in. You may not leave before the staff examines it, powers it up to confirm that it is in the same condition it was in when it went out, and gives you a receipt for its return.
- No iPads/Laptops will be loaned less than 2 hours before closing of the Library.

Borrow and Return Receipts

You must keep the receipts you are given when you borrow or return an iPad/Laptop. It lists the time it is due and is your proof that you returned the device on time and in good condition.

Student Name (please print): _____

Email: _____

Cell phone #: _____

Home phone #: _____

Address: _____

Student Signature: _____

Date: _____