

iPad Loan & Usage Policy

Boston College, Educational Resource Center

The ERC has 26 iPads available for short-term loan to students, faculty and staff. This service is not available to alumni, consortium members or other guests.

WHAT'S ON THEM

- We have 14 64GB iPad 3s and 12 32GB iPad 2s in 2 Classroom Sets.
- Each iPad is preloaded with standard applications for reference and educational apps for elementary and secondary student. Some of these applications include Overdrive, Blackboard Presenter, Quick Graph, Leafsnap, and Proloquo2Go.
- Each iPad is also preloaded with a sample of textbooks and books such as McGraw Hill Algebra, The Ugly Duckling, and Pride and Prejudice.

BORROWING

Individual iPads will be circulated in a black cover as well as a black carrying case. The dock connector and USB cable for the iPads circulate together in a small clear bag. The iPad Classroom Sets will include 6 iPads in black covers and red carrying cases.

- Only current Boston College students, faculty, and staff with no holds on their library account can borrow an iPad.
- A BC ID is required to check out any equipment.
- Loans are on a first-come first-served basis. The iPad Classroom Set(s) may be reserved by emailing erc@bc.edu in advance.
- The loan period is 4 days for individual iPads. The Classroom Set(s) circulate Monday through Thursday or Thursday through Monday and are due back by 6pm on the day they are due.
- By checking out the iPad you agree to the iPad loan agreement below.
- All items (iPad plus cover and carrying case) must be returned at the same time and handed to a staff member so it can be removed from your library account.
- iPads may be taken out of the library.
- Patrons who return an iPad after the due date will accrue late fines (see loan agreement).
- Patrons who do not return an iPad will be billed for the replacement cost 7 days after the due date. **This charge is non-refundable.**

USING

- Usage is subject to the Boston College Technological and Information Resources Use Agreement, posted online at: <https://agora.bc.edu/showform/D1=agora/FORM=tech.use.agreement>.
- We strongly advise you not to leave the iPad unattended. If stolen or lost, you will be responsible for its replacement.
- Report any problems with the iPad to the library staff when you return it.
- Additional apps may be added with the understanding that **all data will be erased** and replaced with the standard preloaded files and apps when the iPad is returned to the ERC.
- To download applications, you need an iTunes account. Connect the iPad to your computer and use iTunes to set up, register and sync content.

- Any additional apps or media purchased by you during the loan period must be done with your own funds, and is not the responsibility of the Library. These apps will be available via your personal iTunes account and can be downloaded again when needed.

PRINTING

- Printing is not available from the iPad.

RETURNING

- You must return the iPad to the ERC; do not return it to another BC library.
- Do not put the iPad in a book return.
- All items (iPad plus cover and carrying case) must be returned at the same time and handed to a staff member so it can be removed from your library account.
- If the iPad returned after the due date, overdue fines will accrue. If the iPad is not returned, replacement charges will be assessed.

LIABILITY

- By checking out the iPad you agree to the loan agreement below. Please read it carefully before checking the iPad out. Please note that you will be responsible for any damage or replacement fees, up to the full replacement cost of the iPad or the accessories.

iPad LOAN AGREEMENT

BOSTON COLLEGE, EDUCATIONAL RESOURCE CENTER

By checking out the iPad and accessories, I understand:

- The loan period is 4 days for an individual iPad. The loan period for the Classroom Set is either Monday through Thursday or Thursday through Monday.
- Overdue charges accumulate after the due date/time, up to a maximum of \$100.
- I will reimburse Boston College for the cost of repairing/replacing this iPad and/or accessories if they are lost, stolen, or damaged while checked out on my library account.
- The replacement cost for each iPad is between \$600 - \$700, the dock connector and USB cable is \$38, the cover is \$30 and the carrying case is \$30; if damaged or lost.
- I will comply with the Boston College Technological and Information Resources Use Agreement.
- The iPad must be returned directly to a member of staff at the ERC Circulation Desk and must not be returned at a book drop or any other BC Library.
- If I keep the iPad past the due date, the library reserves the right to suspend my library privileges, to charge my account for the maximum overdue fines and full replacement costs which may be non-refundable and adjusted to reflect actual replacement costs.