

iPad Loan & Usage Policy

Boston College, O'Neill Library

The O'Neill Library has 20 **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 twelve 32GB first generation iPads, three 32GB iPad 2s, and five 64GB iPads, third generation, with retina display.
- Each iPad is preloaded with some standard applications for reference and e-book reading, such as the New York Times, NPR, BBC, Netflix, Kindle, Huffington Post, My Congress, a calculator, and Google Earth.

BORROWING

iPads will be circulated in a carrying case and will include a power adapter (with cord) and cover.

- 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 loan period is 4 days.
- Only one **iPad** will be checked out per person.
- By checking out the **iPad** you agree to the **iPad** loan agreement below (a copy is also attached to the **iPad**).
- All items (**iPad** plus charger, 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 O'Neill Library.
- 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 O'Neill Library; do not return it to another BC library.
- Do not put the **iPad** in a book return.
- All items (**iPad** plus charger, 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 (a copy is also attached to the **iPad**). 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, O'NEILL LIBRARY

- By checking out the iPad and accessories, I understand:
- The loan period is 4 days
- 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 the iPad is between \$600 - \$700, the power cord \$29 and the carrying case \$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 O'Neill Library Circulation Desk and must not be returned at a bookdrop or any other B.C. 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.