



## Lorain County Community College Library iPad Borrowing Policy

**Eligible Borrowers:** Current LCCC students, staff, and faculty and University Partnership students, staff, and faculty

**Identification:** Current LCCC Photo ID or University Partnership ID **and** current Driver's License or State of Ohio Identification Card.

### Please read and initial each policy statement:

\_\_\_\_\_ Library iPad devices are the property of Lorain County Community College and are to be used only within the LCCC Library.

\_\_\_\_\_ iPad borrowers are required to deposit their LCCC or UP ID card and Driver's License at the LCCC Library Circulation Desk for the entire borrowing period.

\_\_\_\_\_ iPad borrowers may add FREE apps to the iPad device, however, they do so with the understanding that all changes to settings and any information the user stores on the device will be erased and restored to original settings at check in. Cleaning personal data from the device will be performed by the Library Circulation Staff. Users are not permitted to restore the device to factory settings. Doing so will subject the user to a \$100.00 fine and borrowing privileges revoked. **USER IS RESPONSIBLE FOR BACKING UP ANY FILES OR DATA CREATED DURING THE SESSION TO AN OUTSIDE STORAGE RESOURCE.**

\_\_\_\_\_ Library iPads are available on a first-come, first-served basis, and may be checked out for a maximum of 2 hours of in-library use. An iPad may be renewed for an additional 2 hours if others are not waiting for it. iPads may not be reserved in advance.

\_\_\_\_\_ An overdue fee of \$2 per half hour per item (iPad or any peripheral) will be assessed if the checked-out item(s) is not returned before the end of the 2-hour borrowing period.

\_\_\_\_\_ Users will be responsible for the full replacement costs at the current market value if the iPad device or any peripherals borrowed are lost or damaged. (\$777.00 or more) Users should immediately report any loss or damage of the iPad or peripherals to the LCCC Circulation Desk. An additional \$100.00 processing fee will apply. The Library iPad borrower may not leave the iPad device unattended at any time.

This iPad Borrowing Policy Statement Sheet expires one year from signing.

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I have read and I understand the Lorain County Community College Library iPad Borrowing Policy, and I agree to abide by it in full.

Print name: \_\_\_\_\_

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

Student Number: \_\_\_\_\_ Date: \_\_\_\_\_ Staff: \_\_\_\_\_

Scan Date: \_\_\_\_\_ Sierra Message: \_\_\_\_\_