

# Ericson Public Library

## iPad Borrowing Agreement

[Ericson@boone.lib.ia.us](mailto:Ericson@boone.lib.ia.us) Circulation Desk: 515-432-3727

### Guidelines for Borrowing and Use

- iPads can only be checked out and returned at the Ericson Public Library Main floor circulation desk (1<sup>st</sup> floor). DO NOT USE THE BOOK DROP. You will be charged an additional \$25 fee if the iPad is returned in the book drop.
- Only residents of Boone County who are 18 years of age or older and library cardholders in good standing may borrow an iPad.
- The cardholder must present a photo ID and a valid library card in order to check out an iPad.
- Borrowers must read, understand, and sign this agreement every time an iPad is checked out.
- iPad will check-out for two weeks. They may be renewed twice– if there are no holds.
- Borrowers, along with a library staff member, will verify that all accessories are present at the time of check-out and check-in:
  - iPad Device
  - Case
  - Charging cable

### Fines and Liability

- The overdue fine is \$10.00 per day for a maximum of \$50.00. This maximum fine does not include any and all equipment replacement costs, which are billed separately.
- The borrower is responsible for the costs associated with damage or loss of the iPad and all accessories due to neglect or abuse. Replacement costs are as follows:
  - iPad Device - \$130
  - Case - \$15
  - Charging Cable - \$10
- Patrons will be held responsible for all applicable replacement costs and processing fees, up to \$165.00 for the iPad and/or accessories if lost, stolen or damaged while checked out. The library will not accept replacement iPads or accessories purchased by the customer. The minimum *replacement cost* of an iPad is \$165.00.

### Proper Care and Use

- Do not leave the iPad in a hot vehicle, nor should you expose it to moisture.
- If the iPad prompts you to update its software, you may accept. The software update should only take a few minutes.
- We recommend keeping the iPad plugged in when possible, as the battery can run down quickly when in use.

# iPad Lending Agreement

iPad # \_\_\_\_\_

## I agree to:

- Follow the Library's Guidelines for Borrowing and Use above, which apply to the use of this device. It is my responsibility to know, understand and abide by these guidelines. Initials:
- Return the iPad promptly so other patrons may also have access to the device. Initials:
- Use proper care for the iPad as outlined above. Initials:

**I have read this document and my signature below indicates my agreement with the above statements.**

Print Name

**Borrower Signature at Checkout**

Check for Inclusion  
and Condition:

iPad	Case
Charging cable	

Date \_\_\_\_\_

Library Card # \_\_\_\_\_

Staff Initials \_\_\_\_\_

Government ID – type/# \_\_\_\_\_

## IPAD RETURN

Return Date \_\_\_\_\_ Late fines: None or \$ \_\_\_\_\_

IPad Condition: \_\_\_ Satisfactory \_\_\_ Problem Observed – Explain: \_\_\_\_\_ Staff Initials \_\_\_\_\_

Check for Inclusion  
and Condition:

iPad	Case
Charging cable	

I understand I remain liable for any damage caused to this iPad and/or its accessories, even after initial check-in, until such time a thorough inspection can be performed by authorized staff. Initials:

**Borrower Signature at Return**

**Date of Return**