

April 5, 2016

**John Cotton Dana Library  
Rutgers University Libraries**

**iPad Borrowing: Policy & Procedures**

**Who can borrow an iPad?**

Rutgers University students may borrow a single iPad at a time. Anyone who borrows an iPad is agreeing to this policy.

**What exactly can I borrow?**

The 16 GB iPad 2 (2<sup>nd</sup> generation iPad) running Apple iOS 8 comes with a cover that includes a Bluetooth keyboard. The iPad 2 is pre-configured with apps (see the list on <http://libguides.rutgers.edu/iPad>), but you may also download additional apps during the borrowing period.

Both the iPad 2 and its cover must be returned at the same time. If needed, you may borrow a power adapter, as well.

**How long can I borrow the iPad?**

The John Cotton Dana Library currently offers fifteen (15) iPad 2s for circulation.

These iPad 2s may be used inside or outside of the library. There are no overnight loans of iPad 2s.

The loan period is 4 hours, with the option for up to two (2) in-person renewals if there is at least one other iPad 2 available for others to borrow.

Renewals must be done in person at the Circulation Desk and cannot be done via phone or virtual means.

These iPad 2s and related accessories must be returned at least 30 minutes prior to the library closing time.

**Where can I borrow and return the iPad?**

You can borrow an iPad 2 and related accessories at the Dana Library Circulation Desk.

You **MUST** return the iPad 2 and related accessories to a library staff member at the Circulation Desk. These cannot be returned to another Rutgers library.

Do **NOT** put these items in the Book Return slot or you will be billed for any resulting damage that occurs as well as any late fees (since the Book Return is not checked frequently throughout the day).

If you experience any problems with the iPad 2 or related accessories, please let library staff know when you return it.

## **Fines:**

Users who return an iPad 2 (or related accessories) late will accrue late fines at \$100 per hour.

When an iPad 2 is 24 hours overdue, it will be labeled missing and users will be billed the full replacement cost of \$500. This figure includes processing costs.

When a cover with Bluetooth keyboard is 24 hours overdue, it will be labeled missing and users will be billed the full replacement cost of \$150. This figure includes processing costs.

When a power adapter is 24 hours overdue, it will be labeled missing and users will be billed the full replacement cost of \$50. This figure includes processing costs.

Users are responsible for all the components in an “iPad set” when they borrow it. Should damage occur or should items in the set be lost or stolen, users will be billed repair and/or replacements costs of up to \$700: iPad = \$500; Cover with Bluetooth keyboard = \$150; Power adapter = \$50

Borrowers with fines and/or replacement bills will have their library privileges suspended and holds placed on their library records.

The University reserves the right to hold transcripts and diplomas if you do not pay your obligations.

As a result of non-payment, it will become necessary to forward delinquent accounts to a collection agency, which would incur an additional fee to you.

## **Is there anything I should do before returning the iPad?**

Before returning the iPad 2, be sure to save any data or documents you would like to keep on an external storage device.

In order to protect your privacy, you are expected to delete any personal information or settings you may have added to the iPad.

Instructions for doing this are available on the iPad 2 home screen as well as on <http://libguides.rutgers.edu/iPad>

## **What happens after I return the iPad?**

All iPads will be restored to their default settings, so any apps, data, or files you downloaded to the iPad will be deleted.

The library is not responsible for any content lost during this process.

## **How do I use the iPad?**

Apple offers an iPad User Guide:

[https://manuals.info.apple.com/MANUALS/1000/MA1569/en\\_US/ipad\\_2\\_user\\_guide.pdf](https://manuals.info.apple.com/MANUALS/1000/MA1569/en_US/ipad_2_user_guide.pdf)

You may also find the basic instructions for using iPads on <http://libguides.rutgers.edu/iPad> useful.

Dana Library faculty and staff do not provide instruction or other support regarding the iPads.

When using the iPad 2 and related accessories, borrowers are expected to abide by the [Rutgers University Acceptable Use Policy for Computing and Information Technology Resources](http://oit.rutgers.edu/policies).  
<http://oit.rutgers.edu/policies>