



## iPad Lending Agreement

**When borrowing an iPad from the library, I understand and agree to the following:**

1. I am responsible for the iPad as long as it is checked out to me.
2. I will not loan the iPad to anyone else.
3. I will not tamper with the iPad hardware or software.
4. I will immediately report any loss, damage, or malfunction of the iPad or its accessories to library staff (e-mail [reference@clarklibrary.org](mailto:reference@clarklibrary.org) or call 732-388-5999).
5. I agree to pay overdue fines if I return the iPad after the due date (fines are \$10.00 per day).
6. I agree to pay all costs associated with the damage to, tampering with, or theft of the iPad or USBC power adapter or lightning cable. I agree to pay a \$350.00 replacement fee for iPad and/or a \$40.00 fee for the USBC power adapter and lightning cable.

By signing below, I certify that I have read, understand, and accept all of the terms and conditions stated above.

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

Date: \_\_\_\_\_

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**STAFF: PLEASE FILL IN THE FOLLOWING INFORMATION:**

**Patron Name:** \_\_\_\_\_

**Patron Barcode:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

**iPad # and Barcode:** \_\_\_\_\_

**Note:** Before you check out the item, please be sure to check if all parts are present. Item consists of 3 items: iPad, case, and charger. All parts present? Yes \_\_\_ No \_\_\_ Staff Initials \_\_\_

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**WHEN IPAD IS RETURNED:**

1. Check for 3 pieces: iPad, case, and charger. All parts present? Yes \_\_\_ No \_\_\_

2. (IMPORTANT) DATE RETURNED: \_\_\_\_\_

3. STAFF INITIALS \_\_\_\_\_



## iPad Lending Policy

### Availability:

There are currently six iPads available for checkout by Clark Public Library card holders.

### Who can check out iPads?

- The borrower must have a current Clark Public Library card with no outstanding fines.
- The borrower must be 18 years of age or older.
- The borrower must have read and agreed to the iPad Lending Policy in its entirety.
- Only one iPad per person can be checked out from the library at a time.
- Under no circumstances will a user be allowed to check out an iPad for another person.

### How long can I keep an iPad?:

- iPads can be borrowed for 14 days (2 weeks). With one week renewal.
- One renewal is allowed for one week. If the iPad is on hold by another patron the item can't be renewed.
- iPads must be returned in person to the circulation desk from where they originated. **Do not return them using the book drop boxes.**
- The borrower is responsible for any loss or damage to the device while in his/her possession.

### What are the fines and fees for overdue, lost or damaged iPads?

- Fines will apply to overdue iPads.
- Items not returned will be considered lost, and a bill for replacement of iPad (\$350.00) and/or USBC power adapter and lightning cable (\$40.00) will be issued.
- Repair cost for a damaged iPad can range up to \$65 plus a processing fee, depending on severity.
- If the borrower modifies the iPad operating system (i.e. jailbreaks the iPad) it voids the warranty and he/she will be charged the replacement cost of the iPad.
- You can check your account via the [Library Catalog](#) for a due date reminder.
- A patron will need to complete an "iPad Borrowing Agreement" acknowledging financial responsibility for lost or damaged equipment.

### Regulations of Use

- The iPad must be returned in the same condition as when it was borrowed.
- Users may not add or remove apps, download any programs, or change the configuration of the iPad in any way.
- Borrowers are required to report any problems experienced with the iPad during their borrowing period. The working condition of the iPad will be assessed before checkout and upon its return.
- A patron will need to complete an "iPad Borrowing Agreement" acknowledging financial responsibility for lost or damaged equipment.

- The Clark Public Library reserves the right to refuse service to anyone who abuses the equipment or is repeatedly late in returning the iPad.