

# Suffolk Libraries iPad User Agreement

In order to borrow an iPad you must meet the following guidelines:

- Be at least 16 years old
- Have a current library card in good standing
- Be Library member for at least 6 months, with recent usage (in the last month), no fines or history of multiple lost items
- Able to provide photo ID to confirm identity

Here's the deal:

- Maximum of one iPad to be borrowed per person at a time
- 3 week loan period of iPad with the option to renew (if no outstanding reservations)
- Overdue charges per day will be the same as print books
- If lost or damaged the following charges will be applied iPad = £200 Charger = £12 Cover = £15
- Any personal data stored will be erased when the iPad is returned. Library staff administering the iPad loans will not be responsible for any loss of data from the equipment.
- Following the end of the loan period, we would really appreciate you completing a survey about your experience with the iPad, so that we may identify potential improvements for future users.

Your signature indicates your agreement to the following:

- I accept full responsibility for the iPad while it is on loan to me, and I will not lend it to anyone else.
- I will return the iPad directly to a member of staff at the library **from** which I borrowed it.
- I will take good care of the iPad and avoid exposing it to extremes of temperature, humidity or dirt and store it in a secure place taking reasonable steps to prevent its loss or theft.
- The above charges will apply if the iPad is returned late, lost or damaged I understand and agree to these terms of use:

Borrower's signature:

Checkout date:

Due back date:

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For Office Staff

Device loaned by:

Device wiped upon return confirmation.

