

## Dentistry Library iPad Circulation Policy

### Who can borrow

The iPad can be borrowed in person by individuals with an active Tcard/Faculty of Dentistry ID card, whose library account is in good standing, and who read, agree to, and sign the Dentistry Library iPad Loan Agreement.

### Loan period

The loan period is 4 hours and is not eligible for renewal.

The iPad is provided on a first-come, first-served basis. It cannot be pre-booked and must be returned directly to the Library Service desk. Before returning the iPad, please ensure it has at least a 50% battery charge. Please do not return it using the library book drop box.

### Fines and Damages

The working condition of the iPad will be assessed before borrowing and upon its return. Users are responsible for damage to and/or loss or theft of loaned units. Users are required to report any problems experienced with the iPad during their borrowing period.

The replacement cost for a lost, stolen, or damaged iPad is \$1000.

Fines will apply for returning the iPad late. If an iPad is 3 days overdue, it is considered lost or stolen, and the borrower will be charged for its replacement plus standard processing fee.

A charge of \$40 will be assessed for each lost power cord and adapter; \$50 for a lost case. Damage charges will be assessed based on the actual repair costs.

### Borrower Responsibilities

Prior to borrowing the iPad, you must:

- Complete the Dentistry Library iPad Loan Agreement form, in which you acknowledge responsibility for the items borrowed under your name.
- You are financially responsible for:
  - Full replacement cost of all equipment checked out to you, if lost or stolen during the loan period.
  - Full repair costs charged if the equipment is damaged, including spills from food or drink.
  - Damage or replacement charges will be charged directly to your library account.
- Never leave the equipment unattended while it is checked out to you!
- Personal software may not be loaded onto the iPad at any time. The borrower is responsible for deleting any personal information that may have been added to the device while in his/her possession before the device is returned. The iPad will be restored to a default setting upon each check in, deleting all data and any apps from the previous user.

Violation of above policies will be grounds for refusal of service in the future, and/or fines.