1. **Eligibility:** Penn Libraries Equipment Loans are provided only to currently enrolled Penn students, faculty, staff and associates with PennKey and valid PennCards. Only Penn students, faculty, staff and associates may use the equipment while it is on loan.

2. Equipment is available for curricular and extra-curricular purposes, and can be used both on-campus and off-campus. All patrons are expected to comply in full with all computing policies as described at http://www.upenn.edu/computing/policy/ and Penn Libraries does not assume any liability for misuse of borrowed equipment.

3. iPads must be picked up and returned at the Weigle Information Commons Desk at set times arranged with WIC staff. iPads not picked up within three hours of the specified pickup time may no longer be available. iPads may NOT be picked up or returned at any other location including the guard desk, Vitale Digital Media Lab, circulation, reference or information desks.

4. Patrons are required to sign a statement acknowledging receipt of the equipment and the terms of the loan before equipment is lent.

5. The WIC Equipment Lending Program will make every effort to ensure that loaned equipment is fully functional. Due to the constant use expected however, we cannot guarantee that the equipment is in full working condition or that batteries are charged at the time of the loan. Patrons are encouraged to verify equipment functionality before leaving the WIC.

6. Patrons are financially liable for any items not returned on time or returned requiring repair or replacement. A **late fine of $25 per day** shall accrue for the first week. The **full replacement cost** shall be due for all equipment not returned one week after due date.
   
   a. All fines related to repair and replacement costs will be charged to the patron’s personal Penn card account (bursar account for students) and may affect eligibility for Penn activities.
   
   b. Patrons can submit a budget code authorization form signed and embossed by a business administrator which would reimburse the WIC Equipment Lending Program for replacement or repair costs. When such paperwork is received and confirmed, fines will be charged to that budget code.

7. Patrons may request a printed return receipt when equipment is returned which acknowledges return of all items, or notes any exceptions. Equipment return may take up to 30 minutes due to verification of equipment components and cables. The patron is expected to stay until the return receipt is generated.

8. Patrons are financially liable for any missing cables or components, including items or damage discovered after the generation of the return receipt. The replacement or maintenance cost for missing or damaged items will be charged as fines.

9. Equipment loans are made only to one individual and that person takes the entire risk and responsibility for the loan. Although the borrower may ask another person to return the equipment, the borrower takes full financial responsibility for the loaned equipment.
iPad Agreement for Signature

I have read and understand the iPad Pilot Program guidelines and I agree to be bound by the said guidelines.

I have verified that **I have received all the components** on the equipment loan checklist unless otherwise stated.

I understand that this equipment needs to be returned to the Weigle Information Commons during the pre-specified hours arranged with WIC staff.

I understand that if I do not return this equipment on time, **a late fine of $25 per day** shall accrue for the first week. The full replacement cost shall be due for all equipment not returned one week after its due date.

I understand that if I return this equipment in improper working condition or with components missing, I will be held responsible for repair or maintenance costs up to the replacement cost of the equipment.

I understand that each iPad has a replacement cost of **$600** and each power cord has a replacement cost of **$50**.

I understand that I am responsible for the safe return of all equipment to the Weigle Information Commons.

Name (please print): ___________________________ Date: ___________________________

Signature: __________________________________________

iPad number (on the back): _________________ Borrowed Charger? Y / N

___________________________________________________________________________________

Staff Use Only

iPad Returned: Y / N

Return date: _________________ Charger returned: Y / N

Staff accepting return: __________________________________________