Fisher Fine Arts Library iPad Lending Guidelines

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/](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 Fisher Fine Arts Library or Museum circulation desk at set times arranged with Fisher 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 library location.

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 Fisher Fine Arts Library 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 Fisher.

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 PennCard 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 Fisher Fine Arts Library for replacement or repair costs. When such paperwork is received and confirmed, fines will be charged to that budget code.

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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.

10. Instructors wishing to use multiple iPads for a class or workshop may do so. Faculty is responsible for installing any specific software on the iPads needed for a class.