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, regardless of his or her affiliation with Penn.

3. 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.

4. I will return the iPad in person to the library, from where I borrowed it, no later than 15 minutes before the library closes on the date the iPad is due.

5. I understand that Penn Libraries is not responsible for any files or personal information left on the iPad, and data stored or accessed will be erased when the iPad is returned.

6. I understand that if I do not return this equipment on time, I will be held responsible financially. For items not returned on time, a late fine of $25 per day shall accrue for the first week. If not returned within one week from its due date, the full replacement cost for all equipment will be due.

7. I understand that each iPad has a replacement cost of $800 and each power cord has a replacement cost of $50.

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

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

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

1/2019
<table>
<thead>
<tr>
<th>iPad ID:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed Name:</td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
</tr>
<tr>
<td>Penn ID:</td>
<td></td>
</tr>
<tr>
<td>Today’s date:</td>
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</tbody>
</table>

**Staff Use Only**

Check case for iPad, charger, and cleaning cloth

All parts present?  Yes _____ No _____

DATE: _______________

STAFF INITIALS: ___________