



Harriet K. & Philip Pumerantz iPad Lending Agreement

iPad Lending: Apple iPad Air 2 devices are available for checkout to WesternU students, faculty and staff at the Pomona campus.

Procedure:

Borrower presents a current WesternU ID badge to Library Staff at the Circulation Desk and requests an iPad checkout.

Borrower reads and signs the Harriet K. & Philip Pumerantz iPad Lending Agreement. The iPad Lending Agreement is signed upon initial iPad checkout; once signed the document applies to all subsequent checkouts.

Loan period and conditions of use:

iPads may be checked out from Pumerantz Library by current Western University faculty, students, and staff with a current WesternU issued ID card, who maintain a valid library account in good standing (no fines or overdue materials), and who read, agree to, and sign the iPad Lending Agreement.

iPads may be checked out from Pumerantz Library by current Western University faculty, students, and staff with a current WesternU issued ID card. Borrower's library account must be in good standing, i.e. no fines or overdue materials.

Only one iPad will be checked out per person.

The loan period is 7 days, one renewal; loans are on a first-come, first-served basis.

iPad must remain in the cover provided.

If stolen or lost, the borrower will be responsible for the cost of its replacement.

The borrower must report any issues with the iPad to Library Staff immediately.

All original items (iPad Air 2, iPad cover, USB power adapter, Lightning to USB cable and carrying case) must be returned at the same time to the Circulation Desk to be checked in. The Circulation Desk is located on the first floor. Please do not leave iPad unattended.

Pumerantz Library is not responsible for: any data, viruses or purchases made on the device by the borrower, or for loss of same. The iPad comes with preloaded applications; users may not load other

apps. Please remove any personal information and sign out of any applications before returning the iPad to the Library.

While using the iPad, borrower must follow all set WesternU policies and procedures, including the Information Technology's Acceptable Use Policy. Policies can be found by accessing YOU Portal <https://you.westernu.edu>.

Fines and liability:

If the iPad is returned after the due date, late fines will accrue at \$10 per day to a maximum of \$100.00. If the iPad is not returned within 10 days, the borrower will be responsible for the full replacement costs.

By checking out an iPad, the borrower is agreeing to the Lending Agreement; a copy is included in the carrying case. Please note the borrower will be responsible for any damage fees up to the full replacement cost of the iPad and the accessories. The replacement costs as of the date this agreement is written are as follows:

iPad - \$650.00
 iPad cover - \$15.00
 Lightning to USB cable - \$25.00
 USB power adaptor - \$25.00
 Carrying case - \$20.00
 Processing fee - \$30.00

Agreement:

I understand that I am fully responsible for this borrowed electronic device and for its undamaged and timely return to a Library staff member at the Circulation Desk in the Harriet K. & Philip Pumerantz Library between the hours listed below. Please check the library's website for any changes of hours at www.westernu.edu/library. If the iPad is damaged, lost, or stolen, or accessories are missing, or late fees are incurred, I understand that I am responsible for all applicable charges. My signature below indicates that I have read, I understand, and I agree to the Conditions of Use listed in this iPad Loan Agreement. I agree to return the electronic device by the due date and time.

Library hours (academic year):

Monday-Thursday 7am-11pm
 Friday 7am-6pm
 Saturday and Sunday 11am-7pm

Library hours (summer):

Monday-Thursday 7am-9pm
 Friday 7am-6pm
 Saturday 11am-7pm
 Sunday CLOSED

Borrower's Information:

Name (Please Print): _____

Date: _____ Email: _____@westernu.edu

Signature: _____ Staff Member initials: _____