

# Kaskaskia College Library

## iPads for Checkout

### Frequently Asked Questions

- **Who can check out iPads?**
  - Only current KC students, faculty and staff (**Current Kaskaskia College ID Required**).
  - iPads are available for checkout by current Kaskaskia College students, faculty and staff on a "first-come, first-served" basis.
  - A current Kaskaskia College ID/Library card (in good standing) must be presented at the time of checkout.
- **What is the checkout time for iPads?**
  - iPads may be checked out for a thirty (30) day loan period (students) and forty-five (45) day loan period (faculty/staff); **one renewal is** allowed based on demand and availability (Students 15 days and Faculty/Staff 30 days).
- **Am I responsible for ALL damage to the iPad?**
  - Yes, borrowers are responsible for any damages to the device, including but not limited to:
    - Scratches on the screen
    - Dents or scratches to the frame
    - Theft
    - Abuse or misuse of the iPad (whether accidental, unintentional or intentional damage)
- **What are the penalties for damaged or late iPads?**
  - The full cost of the iPad only is \$600.00
  - Auxiliary items, such as power cord, etc., will have costs associated with them if not returned (see **Replacement Costs** below).
  - Individual Fees may be assessed for damaged or missing parts.
  - A non-refundable processing and handling fee will be charged on all damaged or lost iPads.
  - Late Fees: \$25.00 per day after the due date (to a maximum of the replacement cost of the device).
  - Library Privileges: If not returned within **3 days** after the due date, the device will be presumed lost. All your library privileges will be suspended and you will be charged the **full** replacement cost plus a **\$50.00** non-refundable processing fee.
- **What happens to the iPad after I return it?**
  - Library staff will complete a check-list to confirm all components are present and undamaged.
  - iPads cannot be immediately checked out after return; we need to examine, recharge and erase them.
  - All files on the device will be deleted at check-in.

- ***What are the charges for a lost and/or stolen iPad? What if I lose the power cord, are there charges, etc.?***

iPad	\$400.00
Case	\$50.00
Power Adapter and/or Cord	\$50.00 each
Processing Fee	\$50.00

- ***What can I do with an iPad?***
  - Access the internet
  - Work on class projects
  - Listen to music, watch videos
  - Read books
  - Access Kaskaskia College Library resources
  - And **More!**
- ***Where can I check out an iPad?***
  - At the KC Library Circulation Desk – Library Building
- ***Where can I check in an iPad?***
  - iPads must be returned in person to the Circulation Desk of the Library; you will be responsible for any damage if you place it in the book drop or any other unsecured location.
  - Damaged iPads or parts will be charged to you at replacement cost. Fees will be assessed after the time of check-in if damage is discovered during the recharge period.
- ***What if I forgot my ID?***
  - You will not be allowed to check out an iPad without a current (in good standing) Kaskaskia College ID/Library card at the time of checkout.
- ***Can I renew the iPad to keep it longer than the original checkout time?***
  - Yes. **One renewal is** allowed based on demand and availability (Students 15 days and Faculty/Staff 30 days).
- ***What if someone stole it? What if it is Lost? Can I get the costs waived?***
  - Absolutely not, borrowers are responsible for the full costs of the device and all late fees associated with it.
  - You should report the device stolen immediately to prevent late fees accruing.
  - A report will be turned over to the Kaskaskia College Security Office for **ALL** lost and/or stolen iPads (**Find My iPad** will be used to locate the missing device).
- ***Can I download personal music files or videos to the device?***
  - Yes, but all personal files will be erased once the iPad is returned.
- ***Can I check out an iPad for someone else?***
  - No. Only the registered patron can check out an iPad.
- ***Can I jail-break an iPad that I check out?***
  - No, jail-breaking voids the warranty, and you will be charged the full replacement cost of the device.