

The Robert W. Van Houten Library lends iPads and peripheral equipment to NJIT students for **in-library use** only and to faculty for 24 hours use.

Procedure

- iPads are available first-come, first-serve basis with a wait list.
- Present your current NJIT-ID card with a library barcode to the staff at the Circulation Desk. Your NJIT-ID will be kept (students only) until the iPad is returned undamaged.
- Sign the iPad Equipment Liability Agreement form.

Loan Period

- **For Students:** may only be used **INSIDE** the library. The loan period for the iPad is three (3) hours with one renewal for another three (3) hours unless there is a wait list.
- **For Faculty:** may be borrowed for 24 hours with no renewals.

Fines and Liability

- Borrowers are responsible for damage or theft of the iPad + peripheral equipment. The average replacement fee for a damaged or lost iPad is **\$900**.
- If an iPad is not returned at the end of the loan period, the borrower may be charged a **\$20.00** per hour late fee, not to exceed \$50 per day.
- Holds for iPads are not permitted.
- Your library borrowing privileges may be revoked if you have unpaid fines and overdue, lost or damaged items, including late return of a borrowed iPad.
- Any unresolved disputes may be forwarded to the [Office of the Dean of Students](#) for resolution.
- Return the iPad + peripheral equipment to the staff at the Circulation Desk at the end of the loan period.

iPad Liability Agreement

I have read the iPad Liability Agreement, by signing below, I agree to the terms and conditions.

Today's Date: _____ Barcode: 23009 - _____

Name (Last, First) _____

Signature: _____

\$20 per hour late fee will be charged if an iPad is not returned by check-in time.

Staff Use Only

iPad#	Check-Out Time	Check-In Time	Staff Initial
_____	_____ am	_____ am	_____
_____	_____ pm	_____ pm	_____