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.?

<table>
<thead>
<tr>
<th>Item</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>iPad</td>
<td>$400.00</td>
</tr>
<tr>
<td>Case</td>
<td>$50.00</td>
</tr>
<tr>
<td>Power Adapter and/or Cord</td>
<td>$50.00 each</td>
</tr>
<tr>
<td>Processing Fee</td>
<td>$50.00</td>
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</tbody>
</table>

• What can I do with an iPad?
  o Access the internet
  o Work on class projects
  o Listen to music, watch videos
  o Read books
  o Access Kaskaskia College Library resources
  o And More!

• Where can I check out an iPad?
  o At the KC Library Circulation Desk – Library Building

• Where can I check in an iPad?
  o 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.
  o 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?
  o 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?
  o 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?
  o Absolutely not, borrowers are responsible for the full costs of the device and all late fees associated with it.
  o You should report the device stolen immediately to prevent late fees accruing.
  o 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?
  o Yes, but all personal files will be erased once the iPad is returned.

• Can I check out an iPad for someone else?
  o No. Only the registered patron can check out an iPad.

• Can I jail-break an iPad that I check out?
  o No, jail-breaking voids the warranty, and you will be charged the full replacement cost of the device.