



SUBJECT: Tablet Circulation

I. Purpose: To provide tablets for current Southern Utah University (SUU) student, faculty and staff use.

II. Definition:

A. Included in the checkout are the following components:

- Tablet in cover
- Charger with cable
- Carrying case
- Checklist of components

B. Optional Components:

- VGA Adapter
- Keyboard

III. Patron Use:

A. SUU students, and current faculty and staff, in good standing with the Library, are eligible to check out tablets. Students are defined as registered students in on-campus and distance education classes.

B. Tablets are available for reservation; they cannot be renewed.

IV. Checkout Procedures:

A. An SUU student, faculty, or staff member must present his/her valid id card in order to check out a tablet.

B. Tablets may be checked out for a one week loan period.

C. The first time an eligible customer checks out a tablet each semester they will be required to read and sign a copy of the Southern Utah University Appropriate Use Policy and Liability Statement. A copy of their form will be kept on file for each semester.

D. Circulation staff will only check out a complete tablet package which includes the tablet, cover, power adapter, and carrying bag. Before completing the transaction the staff member will make sure a copy of the Southern Utah University Appropriate Use Policy and Liability Statement is on file for that customer.

E. Each time a customer checks out a tablet they should be reminded that anything downloaded or saved to the tablet will be erased when the tablet is returned.

V. Check-in Procedures:

A. Upon return the tablet will be inspected to see that it is in proper working order and that all equipment has been returned. Staff is then authorized to discharge the tablet and then give to a supervisor to be re-imaged.

B. Any and all Apps not originally installed on the SUU Library iPad will be deleted during the re-image process. SUU Library is not responsible for any lost or deleted Apps (or related files) purchased using personal Apple ID accounts.

C. Customers are encouraged to make suggestions about additional Apps that should be added to SUU Library iPad. *(Free or Low Cost Educational Apps that are helpful for college students)*



VI. Fines and Damages

- A.** Late fines accrue at the rate of \$10 per hour after check out period ends. Maximum late fee is \$450.
- B.** For non-return of item replacement cost plus \$50 processing fee.
- C.** If a student returns the tablet and it is damaged or peripheral equipment is missing or damaged the following fees will be charged:
 - Damage to tablet: Replacement costs, plus \$50 processing fee.
 - Power cord/adaptor: Replacement costs, plus \$50 processing fee.
 - VGA adapter: Replacement costs, plus \$50 processing fee.
 - Carrying case: Replacement costs, plus \$50 processing fee.
 - Keyboard: Replacement costs, plus \$50 processing fee.



**Southern Utah University
Appropriate Use Policy
Liability Statement for Tablet Check Out**

I agree to abide by the campus computing policy. For the complete policy please refer to:
<http://www.suu.edu/pub/policies/pdf/PP52Computing.pdf>

- I have read the above appropriate use policy and agree to abide by these regulations.
- I agree to return the tablet and equipment to a staff member and never leave it unattended. SUU Library is not responsible for lost or stolen tablets or equipment.
- I further agree to pay all fines, costs associated with damage to this tablet or its associated peripheral equipment, or its replacement costs should it be lost or stolen while it is checked out to me.
- If I lose the tablet, I understand that I will be charged replacement cost for all lost items, plus a \$50 processing fee.
- I acknowledge SUU Library is not responsible for any personal Apps or related files deleted from SUU Library iPads. (All iPads will be re-imaged upon return)

Patron Signature

Name (Please Print)

Date

T_____
Student ID

Semester/Year