Eligibility

- Only current School of Medicine faculty, staff, and students may check out electronic devices. Patrons must have a valid library account in good standing and must read, agree to, and sign the Loan Agreement.

- The Loan Agreement must be read and signed each time a device is borrowed. Only one device at a time can be checked out per person. Under no circumstances will a user be allowed to check out a device for another person.

Loan Period

- Electronic devices can be checked out from the School of Medicine Library circulation desk during regular operating hours.

- The loan period is 3 days. Devices must be returned in person to the circulation desk before closing time on the 3rd day. Devices may not be returned via the Drop Box.

- Devices are loaned on a first-come, first-served basis. The School of Medicine Library cannot guarantee that a device will be available. Holds may be placed, with the understanding that this does not guarantee that the user will be “next in line.” There is a 24-hour turnaround time for maintenance on returned devices unless the device is being renewed (see next bullet point).

- Devices may be renewed once (in person or by phone) provided there are no holds on the item.

Fines and Damages

- A $5.00 late fee will be assessed for each day that a device is returned past its due date. Fines will be recorded on the borrower’s library record and may result in borrowing and other restrictions.

- The working condition of the device will be assessed before checkout and upon its return. Users are responsible for damage and/or loss or theft of loaned devices. Users are required to report any problems experienced with a device during the borrowing period. If a device is 3 days overdue, it is considered lost or stolen, and the borrower will be charged for its replacement.

- Replacement costs for lost or stolen devices and/or accessories are as follows:
  - iPad: $650
  - Kindle or Nook: $200
  - Power cords or adapters: $50
  - Carry bag: $15

- Damage charges will be assessed based on the actual repair costs.

Files, Data, and Apps (Privacy)

- The iPad comes with a suite of preloaded sample files and applications. Users may sync additional data and applications, with the understanding that all data will be wiped and replaced with the standard preloaded files and apps when the device is returned. Any apps or media purchases by the borrower during the loan period must be done with the borrower’s own funds, and is not the responsibility of the Library. Any data or documents saved to the iPad by the patron during the loan period will be permanently erased during the restore process.

- The Kindle and the Nook will be used as E-Readers only and come with a suite of pre-loaded textbooks and materials. Borrowers will not be allowed to download additional data during the loan period.
USC School of Medicine Library
Electronic Device Loan Agreement

Patron Information:
Last name: ______________________ First name: ______________________
(check one): _______ Student _______ Faculty _______ Staff
Phone: _______________ Email: __________________________

Device and accessories borrowed: (circle each item)

<table>
<thead>
<tr>
<th></th>
<th>iPad</th>
<th>Kindle</th>
<th>Nook</th>
</tr>
</thead>
<tbody>
<tr>
<td>iPad &amp; case</td>
<td>Kindle &amp; case</td>
<td>Nook &amp; case</td>
<td></td>
</tr>
<tr>
<td>USB cable/charger</td>
<td>USB cable/charger</td>
<td>USB cable/charger</td>
<td></td>
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<tr>
<td>Carry bag</td>
<td>Carry bag</td>
<td>Carry bag</td>
<td></td>
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</tbody>
</table>

Dates:

<table>
<thead>
<tr>
<th></th>
<th>DATE OUT</th>
<th>DATE DUE</th>
<th>DATE RETURNED</th>
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Condition upon return (as inspected by circulation staff member):

☐ Good (item is in good condition)
☐ Poor (item is in poor condition, non-functional, or missing)

Comments:

I, the undersigned, do hereby agree to the terms and conditions of the USC School of Medicine Library Electronic Device Loan Policy (see reverse). I understand that by signing this document I acknowledge reading the Policy and will be held personally responsible for any damage, loss, or destruction of the equipment while it is in my possession, as well as for any fines due to returning the equipment after the due date and time printed above.

<table>
<thead>
<tr>
<th>CHECKOUT SIGNATURES</th>
<th>RETURN SIGNATURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Circulation Staff Member)</td>
<td>(Circulation Staff Member)</td>
</tr>
<tr>
<td>(Patron)</td>
<td>(Patron)</td>
</tr>
</tbody>
</table>

School of Medicine Library • University of South Carolina • Columbia, SC 29208 • 803-216-3200