Borrower Agreement for iPods
Ivy Tech Community College--Northeast Library

Name (Last, First)_____________________________________________
Phone _____________________  Email address_____________________

CONDITIONS OF LOANS

• iPods are for use by Ivy Tech students currently enrolled in classes only.
• iPods have been loaded with content for specific Ivy Tech classes.
• For sanitary reasons borrowers will need to use their own earbuds or headphones. Please do not remove the iPod from its skin (rubberized cover.) Never leave iPods unattended. iPods may need to be charged before use.
• All items checked out will be inspected for physical damage and missing accessories at the time of return. Inspection and check-in may take several minutes, and the borrower needs to stay until it is finished. Please do not leave before this is completed so we do not have to charge you a late fee. Library staff will determine if the iPod is in good working order or if it has been tampered with or damaged.
• Borrower agrees to follow all policies and procedures concerning use of Library equipment and Library policies with regard to late returns and fines. Borrower agrees to pay Ivy Tech Community College for the loss or damage to any piece of equipment or accessories borrowed, up to and including the total replacement cost of lost or damaged equipment.
• iPods may be checked out for a maximum of two weeks, and may be renewed if other iPods are available for checkout. Return the iPod to a staff member at the Circulation Desk. Do not place in Book Drop as this may cause physical damage to the iPod.
• An overdue fee of $5.00 per library business day will be charged for late returns. Fines add up until they reach the replacement cost of the missing items (approximately $325.00.) Fines will be sent to the Business Office as they occur, and you will be billed for the replacement cost of the equipment and processing fees. You will not be able to renew or check-out an iPod until this fine is paid at the Business Office.
• If an iPod is returned late more than 1 time then iPod borrowing privileges will be suspended.

Items checked out
___ Classic 80 GB Silver iPod  ___ USB cord
___ Carrying case with strap & removable pouch  ___ A/V Cable
___ A/C Adapter  ___ FM Transmitter
___ USB Cable for Adapters  ___ Car Adapter

I have received the above checked equipment in good working order, and agree to return it in the same condition. I have read and understand the Conditions of Loans, and agree to follow them and pay fees as required.

Signature_____________________________________ Date_________________
Due Date_______________________
**Items checked in**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classic 80 GB Silver iPod</td>
<td>___</td>
</tr>
<tr>
<td>Carrying case with strap &amp; removable pouch</td>
<td>___</td>
</tr>
<tr>
<td>A/C Adapter</td>
<td>___</td>
</tr>
<tr>
<td>USB cord</td>
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<td>___</td>
</tr>
<tr>
<td>Car Adapter</td>
<td>___</td>
</tr>
<tr>
<td>USB Cable for Adapters</td>
<td>___</td>
</tr>
</tbody>
</table>

___ I certify that the items checked above are in working order.
or
___ I experienced the following problem with the iPod and/or its components:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Signature of Borrower_____________________________________________________
Date______________________ Time___________________

___ The iPod and items checked above were returned and appeared in good working order.
or
___ I found these problems or damage when the iPod was returned:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Staff signature____________________________________________________________
Date______________________ Time___________________