

## Ocean County College Library Tablet Lending Program

Tablet computers may be borrowed by current Ocean County College or Kean/Ocean students and employees in good standing with the College (i.e., account is not blocked). Tablet computer borrowing is strictly limited to one tablet computer per person at any given time. The Library reserves the right to refuse to lend tablets to patrons who abuse equipment or who are repeatedly late in returning Library materials.

### The following terms and conditions apply:

1. Tablet computers are available on a First Come, First Served basis. They may not be reserved.
2. A current, valid Ocean County College or Kean University ID must be presented. It will be used to check out the tablet computer and will be held at the Circulation Desk until the tablet computer is returned.
3. The tablet computer may NOT be taken outside the Library; borrowing is strictly limited to use within the Library at all times.
4. The borrower is responsible for verifying that the tablet computer is in good working order at the time of borrowing checkout. Any issues should be reported at this time. The borrower may request a different tablet computer if there are concerns about functionality.
5. The tablet computer will be reviewed for damage upon return. Fines or a replacement cost may be assessed to cover damage to the unit as well to a unit that is lost or stolen through negligence. The Library reserves the right to submit the tablet computer for review and damage assessment prior to assessing a fine if there is a cause for concern.
6. All stored files will be erased from the tablet computer if it shuts down or reboots. The borrower is responsible for saving their own work. The Library is not responsible for lost work.
7. The borrower will adhere to the acceptable use policy  
<https://www.ocean.edu/content/public/study-on-campus/academics/academic-schools/school-of-mathematics-science-and-technology/study-assistance/computer-labs/acceptable-use-policies.html>

### Loan period, Late Fees/Fines, and Replacement Costs:

1. Borrowing is strictly limited to a 3 hour period. A late fee of \$5.00 will be assessed for every hour or part of an hour for which the tablet computer is overdue.
2. The tablet computer may be renewed up to 3 times per day, at the discretion of Library staff. If other patrons are waiting to borrow a tablet computer, renewals will not be permitted.
3. The tablet computer must be returned at the end of the loan period, or 30 minutes before the Library's closing time.
4. If the tablet computer is not returned, the borrower's account will be blocked, a replacement fee of \$150.00 will be assessed, and the appropriate authorities will be contacted.

The Ocean County College Library is not responsible for any liability, damages, or expenses resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of the device. The Library is not responsible for downloaded content on the device. Any use of the device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory, or obscene materials is strictly prohibited.

**I have read the loan terms and conditions. I find the equipment to be in good working order. By signing below, I agree to the terms and conditions.**

Name (Print) \_\_\_\_\_ Date: \_\_\_\_\_

Student ID# \_\_\_\_\_

Signature: \_\_\_\_\_ Staff initials: \_\_\_\_\_