

## USF Single Tablet Circulation

	<u>Student</u>	<u>Faculty/Staff</u>
Eligibility	Any student with less than \$5 in fines	Any
Late charges	\$10 per day	Will Contact Dean and Provost
Loan Period (no reservations)	3 weeks	6 weeks
Circulation areas	In and out of building	In and out of building
# of tablets available	10	10
Included accessories	Screen cover, sleeve and 2-piece charger	Screen cover, sleeve and 2-piece charger
Renewals	Yes, 1 renewal allowed	Yes, 1 renewal allowed

## USF Classroom Tablet Circulation

### Faculty/Staff ONLY

Eligibility	Any
Late charges	None, will contact appropriate Dean and Provost
Loan Period	6 hours maximum, unless otherwise discussed
Circulation areas	In and out of building
# of tablets available	25
Included accessories	Screen cover, sleeve and 2-piece charger, or trunk, determined in a case by case basis
Renewals	No

### Damage, Loss and/or Theft

Tablet circulation is subject to all provisions of the University of St. Francis Technology Policy found at <http://doit.stfrancis.edu>

Tablets are not to be returned in the exterior library book drop.

The person who checked out the tablet is responsible for returning the tablet in good\* condition. In case of damage, theft or loss, the borrower will be charged the cost of full replacement. Tablets are never to be left unattended.

If the tablet is not returned, damaged, or if parts are missing, sanctions will be applied in accordance with the Libraries' Policy on Overdue and Lost Materials. If a tablet is not returned:

1. Your library borrowing privileges may be suspended
2. You, and/or your department, will be charged for the full replacement cost of the tablet.
3. You will be subject to the USF policy on payment of tuition, and/or other fees.

### **Technical Assistance and Network Connectivity**

You are expected to be self-directed in your use of the tablet. It is assumed that you will be familiar with the iOS, iTunes and the Apps Store.

Hardware or software problems should be reported to the Reference Desk. Help with the use of library specific resources is available at the Reference Desk.

For information on how to log into the network from a tablet, consult our page on the <http://doit.stfrancis.edu>

### **Printing and Saving Files**

#### Printing

It is not currently possible to print from the tablet on any University printers.

#### Saving

When you return the tablet to the library circulation desk your content and settings will be erased. To keep your files, you will have to email them to yourself or use an online storage app such as Dropbox.

Also note that in each productivity app there is the option to email a document to yourself.

\* Good condition:

1. All pieces are accounted for.
2. The tablet and its accessories is returned neither wet nor sticky.
3. The screen is not cracked.
4. The cover and sleeve are all in one piece with no rips or tears.
5. The cord does not have any rips or tears.