



iPad Lending Program Q & A

iPad Air 2 – available for loan from JIBC Library

Who can borrow iPads?

- The JIBC Library lends iPads to current faculty and to students registered in JIBC Certificate/Diploma/Degree Programs, actively taking courses.
- You must be able to return the iPad to the Library at the New Westminster campus
- Your Library account must be in good standing.

What is the loan period?

- One calendar day (i.e. must be returned to Library by closing time day after borrowed).
- Can be borrowed any time of day.

Can I borrow an iPad overnight?

- Yes – it is due by Library closing time the next day.

Can I borrow or return an iPad from any JIBC Campus?

- iPads must be picked up and returned to the JIBC Library, located at the New Westminster Campus.
- Library staff must receive iPads.
 - **Do not drop off on the counter or in the Library Drop Box.**

Can I reserve an iPad?

- Currently the policy is first come, first serve – no reservations.

Waitlist

- Currently we do not maintain a waitlist.

Overdue fines

- **Overdue fines are: \$10.00 per day.**
- **Even if an iPad is returned first thing in the morning, the day after it is due, then it is considered overdue and the fine will apply.**

Can I renew an iPad?

- No, currently iPads cannot be renewed.
- You can borrow an iPad the day after you return the one you borrowed (this gives other students a chance to borrow one).

Can I save my work/ download apps to the iPad?

- Only on a temporary basis.
- Borrowers can download apps using their **OWN** iTunes account.
- The borrower is responsible for deleting any personal information they may have added to the device.
- Each iPad will be restored to a default setting upon each check in, deleting all data and apps from the previous user.



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What if I return the iPad damaged?

- You are **responsible** for any damage incurred while the iPad is checked out to you
- The damage will be evaluated at the time of return to determine costs
- Costs are: iPad: \$700; Adapter: \$45; Cable: \$30; Case: \$ 75.00 Carrier: \$25.00
- **Do not leave the iPad unattended!**
- **Lost or stolen laptops and accessories are your responsibility**
- **Unresolved laptop issues will result in the suspension of the following: library borrowing privileges, registration for JIBC courses, and issuing of transcripts**

Can I print from the iPad?

- Not directly (we may decide to install a Printer APP in the future)
- Email the document to yourself and retrieve it on a Library Computer
- Print from the Library computer

Can I scan from the iPad?

- Yes, you can use the Scanner Pro APP located in the Productivity Folder

Can I use Microsoft Word, Excel, PowerPoint?

- Yes, you can use the Quickoffice Pro HD located in the Productivity Folder

Can I access the internet?

- Yes
- While onsite, at any JIBC Campus, you will be prompted to enter the wireless User ID and Password provided by the Library
- When offsite, you will connect to the wireless network provided at your current location, according to their local criteria

What if I need help?

- Immediately report all hardware problems to Library staff 604-528-5599; library@jibc.ca
- For assistance using library databases or resources, please contact one of the Reference Librarians

What do I receive when I borrow the iPad?

- Carrying case
- iPad
- Power adapter and cable
- Apple iPad Case