Skyline College Library
Tablet Loan Policy

Tablets (currently limited to iPads) are available for student checkout from the Circulation Desk in the Library. They are checked out on a first-come, first-served basis.

To borrow a tablet, you must have proof of current enrollment at Skyline College, a valid current Peninsula Library card, and must read and sign the Laptop Loan Agreement form. This agreement will remain on file for the remainder of the semester.

If you have outstanding Library fines or charges that prevent you from checking out other Library or Learning Center materials, you will not be allowed to check out tablets readers.

Under no circumstances will an individual be allowed to check out a tablet for another individual.

DO NOT LEAVE YOUR TABLET UNATTENDED. You are responsible for loss, theft, or damage to tablets and accessories.

Loan Period
• Two hours
• Tablets must be returned to the Circulation desk ½ hour before the Library closes. Do not put any tablet in the book drop.

Fines /Charges
All fines and charges will be attached to the user’s library record and may result in registration restrictions and the blocking of transcripts.

• Late return fee: $25.00 per day
• Replacement costs for lost, stolen or unreturned tablet: up to $750
• Damage charges will be assessed based on the actual repair cost.
Skyline College Library
Tablet Borrower’s Agreement

By my signature below, I acknowledge that I have read and agreed to all of the following statements for checking out a tablet (currently limited to iPads) from the Skyline College Library.

I agree to accept full responsibility for the Tablets and their peripherals while checked out to me. The tablet may be borrowed for up to two (2) hours, and must be returned ½ hour before closing time.

- I WILL NOT LEAVE THE TABLET UNATTENDED, for example: when using the restroom or talking with friends.
- I will not tamper with the hardware or software, or attempt to load software.
- I will pay an overdue fine of $25.00/day if I fail to return this tablet to the Circulation desk by the due date.
- I accept full financial liability for the tablet while it is in my possession.
- I agree to pay all costs associated with damage to, loss of, or theft of the tablet per the tablet policy (up to $750.00) while it is checked out to me.
- I agree that Skyline College or the San Mateo County Community College District may use any appropriate means to collect the amount owed for fines, damage, loss, or theft.
- I acknowledge that unpaid fines will be applied to my student billing account and will prevent registration, the issuing of official transcripts, and/or graduation.
- I will abide by the Skyline Computer / Internet Use Policies.
- I have read and will abide by the Skyline Library Tablet Loan Policy.
- I agree that failure to comply with any of these rules and guidelines will result in the loss of the privilege of borrowing a tablet.

I have read and agree with the Tablet Loan Policy and the Tablet Borrower’s Agreement.

Signature _______________________________ Date: _______________________________

Name Printed _______________________________ G# _______________________________

Library Card # _______________________________ Phone # _______________________________

Address ________________________________________________________________________

Email _______________________________________

Staff Signature _______________________________