Overview
All full-time, permanent faculty and staff at the Furman University Libraries will receive the following upon the start of their employment:

- iPad and charger¹
- Dongle for connecting to a projector (optional)

Assignment of iPads to part-time and/or temporary faculty and staff will be determined on a case-by-case basis by the Director of Libraries.

Guidelines

1. The funds to purchase an iPad come from the Library’s budget. As such, the iPad is the property of Furman University.

2. The primary use of the iPad is for instruction, study, academic research, streamlining work flow, optimizing operations, and other official duties assigned by the Furman University Libraries. Hourly staff should only be using their iPads for work purposes during work hours. Personal use is encouraged as a means to better understand the functionality and capabilities of the technology.

3. If an iPad needs to be replaced due to hardware or operating system limitations or failure, the employee will consult with the Systems Specialist in submitting a request for replacing their iPad. Any replacement is subject to availability of Library funds and approval from the Director of Libraries.

4. The faculty/staff member is financially responsible for paying for the following:
   a. apps
   b. monthly data service plan (for iPads with cellular access)
   c. accessories/peripherals including case, keyboard, and stylus

5. The faculty/staff member is personally responsible for:
   a. keeping the iPad charged and in operational condition
   b. using the iPad appropriately and keeping it accessible for job-related functions as needed
   c. using the iPad in a responsible manner and complying with all relevant University policies and guidelines including, but not limited to, the Network Policy
   d. taking appropriate steps to protect the iPad and data against loss or theft, including following basic security requirements
   e. making backup copies of the iPad content in the event of data loss or data corruption

¹ An employee who fills an existing position may receive the iPad package from the previous employee who filled that position. Depending on the condition/age of the existing iPad, there is the possibility that they may receive a new iPad.
6. In the event of minor damage, the Library will be financially responsible for repairing the iPad, if the resources and the Library budget permit.

7. In the event of loss, theft, or irreparable damage, the faculty/staff member may be held financially responsible for purchasing a replacement iPad. This will be assessed on a case-by-case basis.

8. If a faculty/staff member is no longer employed by the Library, the iPad must be returned to the Systems Specialist in the Discovery Services Division with the passcode for the device attached.