

# Furman University Libraries Employee iPad Program Overview and Guidelines

Updated November 2019

## 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 charger<sup>1</sup>
- 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 iPad will be deployed to the Library employee by the ITS Service Center.
3. The primary use of the iPad is for instruction, study, note-taking, academic research, streamlining work flow, optimizing operations, and other official duties assigned by the Furman University Libraries. Hourly staff should not use their iPads for work purposes outside of work hours. Personal use is encouraged as a means to better understand the functionality and capabilities of the technology.
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 Use 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
6. An iPad will be replaced in the following situations: hardware or operating system limitations or failures, loss, theft, damage, or if the iPad is no longer supported by Apple. The employee will

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<sup>1</sup> 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.

consult with the Systems Specialist to submit a request for replacing their iPad. Any replacement is subject to availability of Library funds and approval from the Director of Libraries.

7. In the event of minor damage, the Library will be financially responsible for repairing the iPad, if the resources and the Library budget permit.
8. 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.
9. Prior to a faculty/staff member leaving the employ of the Furman Libraries, the employee must [erase all content and settings from the iPad](#) and return it to the Systems Specialist in the Duke Library. If the iPad is to be redeployed to another Library employee, the Systems Specialist will coordinate with the ITS Service Center to make this happen.
10. iPads that are no longer supported by Apple, have experienced hardware or operating systems failures, or are irreparably damaged will be given to ITS for disposition. Peripherals for these iPads that cannot be re-used will also be sent to ITS for disposition.