

## Guidelines for Using the Library iPad Cart

*The Library has a cart with 30 iPads. Faculty needing the use of iPads during class can reserve this cart. The cart will be delivered and picked up by library staff, according to the guidelines below:*

- Call or email the Library to reserve the cart (use the information found on the Contact Us page on the Library's website):  
<http://stark.kent.edu/campuses/stark/academics/library/Contact.cfm>
- The Library will deliver the cart to the classroom. The cart will be left in the classroom for the duration of the class period and picked up at the end of the class period.
- The requestor will be responsible for the safe-keeping of the iPads and cart during the class period (between the time the cart is delivered and the time it is picked up).
- If class ends earlier than the designated time of pick up, please contact the Library (ext. 53330 or 330-244-3330) so that the iPads are not left unattended and unsecured.
- The cart can only be reserved for use during the times that the library is open.
- Access to online resources is dependent upon the campus' wireless network(s). The Library cannot guarantee access and will be of little assistance if problems connecting to online resources occur.
- Fully charged iPad batteries should last about 6 hours. If iPads are being used throughout the course of an entire day, they should be plugged back into the cart in-between uses.