



## Alistair Harvey Learning Resources Centre IVE(TY)

### Important Information on loans of iPads

#### Regulations

1. Loan items include the following:
  - iPad with case and bag
  - AC adapter
  - Charging cable
2. All items above **MUST** be borrowed and returned together as one whole set.
3. Please inspect all items to see if there are any damages or missing parts and report to counter staff before borrowing.
4. Upon issue of all loan items, the borrower is responsible for all subsequent loss and damages.
5. Do not modify the hardware or software of the loan items.
6. Always save your files to your own devices or cloud storage.
7. All loan items can be checked out up to 1 day and **MUST** be returned to the Circulation Counter at least 30 minutes before the closure of the LRC.
8. All loan items are available on a first-come, first-served basis. No advance booking, renewals or overnight loan.
9. The overdue fines are:
  - HK\$100 for the 1<sup>st</sup> working day
  - HK\$200 for the first 2 working days
  - HK\$300 for the first 3 working days
  - HK\$400 for the first 4 working days
  - HK\$500 for the first 5 working days
  - Replacement cost of all loan items after 5 working days
10. Borrowers should pay for the replacement cost, HK\$50 handling charge and overdue fine.
11. Any loss or damage to the loan items must be reported **IMMEDIATELY** to the LRC Counter Staff.



## 香港專業教育學院 (青衣分校) 賀維雅學習資源中心

### 借用平板電腦應注意事項

#### 條款和細則

1. 外借物品包括以下各項：
  - 平板電腦（連保護套及袋）
  - AC 轉接器
  - 充電線
2. 所有上述物品必須一併借出及歸還。
3. 請在借用時檢查所借用之物品是否有損壞或缺失；如發現任何問題，必須於外借前通知本中心職員。
4. 跟各項外借資料一樣，如有損毀或遺失，借用者須負責賠償補購或修補物品之全部費用。
5. 請勿修改外借物品內的硬件或軟件。
6. 務必將您的檔案保存到您的裝置或雲端儲存。
7. 所有借用物品可借用一天及必須於本中心關閉前半小時歸還到本中心流通服務台。
8. 外借資料採用先到先得的原則。不設預約、續借或通宵借用。
9. 逾期罰款如下：
  - 第一個工作天：港幣一百元
  - 第二個工作天：港幣二百元
  - 第三個工作天：港幣三百元
  - 第四個工作天：港幣四百元
  - 第五個工作天：港幣五百元
  - 五個工作天以上：補購所有外借物品的費用
10. 借用者須賠償補購物品之費用，另加港幣五十元手續費及逾期罰款。
11. 如有損毀或遺失，應立即通知本中心職員。