

Chromebook Lending Policy

By reading and signing the following agreement, the patron agrees to the Loomis Library & Community Learning Center Lending Policy and Borrowers Agreement.

Eligibility

To borrow a Chromebook, you must be a Loomis Library & Community Learning Center cardholder, eighteen (18) years of age or over, within good standing (no fees or over-dues items), and a valid state ID must be present.

Under no circumstance will a patron be allowed to borrow a Chromebook for another individual or household.

Loan Period and Availability

Chromebooks may be checked out for a 21 day (3 week) period. Checkouts are limited to one (1) per household. If there are no pending reservations, 2 renewals are permitted.

Chromebooks may be reserved by placing a hold online or by calling the library. Devices will be held for two days. If the device is not picked up by the end of the second day, the hold will be cancelled and the device will move to the next person in line.

The Chromebook kit includes: (1) 14" NL7T-360 Chromebook, (2) Charging Cable, (3) Quick Start Instructions and (4) Chromebook Case. Chromebooks **will not be** checked in if missing any accompanying items. Once all accompanying items are returned, the Chromebook will be checked in.

Chromebooks **must be** returned to library staff at the front desk. **A fee of \$5.00 will be charged for returning Chromebooks in the book drop, in addition to fees for any damage sustained.**

Compliance

If the borrower fails to pay the replacement cost of the lost device, they will be barred from checking out library materials.

The library reserves the right to take appropriate action to ensure compliance with this policy. Actions may include being barred from borrowing technology devices for non-compliance.

Liability

The library is not responsible for any liability, damages, or expense resulting from the use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from the use of the device.

If any technical problems are encountered, the patron should return the device immediately to the front desk.

The Chromebook must be in working condition when it is returned or replacement/repair cost will be added to the patron's account.

The patron is responsible for damage to or loss of the Chromebook or accessories as a result of accident, theft, misuse, or neglect. **Lost or damaged Chromebooks and/or accessories will be charged up to the full replacement cost of \$450.** Library staff will assess each device upon return, and, if necessary, charge the patron accordingly: Chromebook - \$385; Charging Cable -\$35; Zipper Case - \$30.

The patron understands that Internet Content Filtering is NOT provided through the Chromebook. Parents/legal guardians are responsible for monitoring what is accessed via the WI-FI Chromebook.

Patrons shall not alter the Chromebook in any way, including (but not limited to) altering the settings of the device, adding programs to the device, or placing stickers or markings on the device, etc.

Unacceptable Use of This Device

The patron understands that the following uses of the device are not permitted

- Uses for any purposes that violate applicable federal, state, or local laws including copyright laws
- Interfering with or disrupting the Chromebook device
- Attempting to gain or gaining unauthorized entry to other computing information or communications sources or devices (hacking).
- Malicious, threatening, harassing, or obscene behavior or language
- Misrepresentation of oneself
- Activities that could cause congestion and disruption of networks and systems

Care for Chromebook

- As with any electronic device, do not leave the Chromebook in a hot vehicle for an extended period of time
- Keep the Chromebook away from water and electrical hazards.
- Keep food away from the laptop
- Protect the screen by closing the chromebook after use.
- Be mindful of the placement of the chromebook to prevent any damage from falling.
- Avoid placing heavy materials, such as books, on top of the chromebook.
- Keep the chromebook away from children and pets unless supervised.

Chromebook Borrowing Agreement

My signature below indicates that I have read the Loomis Library & Community Learning Center's Chromebook Lending Policy and Chromebook Borrowing Agreement, and that I agree to abide by these conditions of use when checking out a Chromebook device.

_____ I agree to accept full responsibility and financial liability for the Chromebook while it is checked out to me.

_____ I will not place the Chromebook in the inside or outside book drop, and will return the Chromebook and all accessories in the carrying case directly to library staff at the Loomis Library & Community Learning Center front desk.

_____ I understand that there is a \$5.00 charge should I return the Chromebook in the book drop.

_____ I agree to pay all costs associated with damage to, loss of, or theft of the Hotspot device and/or accessories up to full replacement cost (\$450) while it is checked out to me.

Patron name (Print): _____

Patron signature: _____ Date: ____/____/____

Library Staff Use Only

Patron library card #: _____ Device Barcode #: _____

Staff initials: _____