

# CHROMEBOOK CIRCULATION POLICY

## Lending Agreement Guidelines for Borrowing and Use

- Patrons must be 18 years of age or older and must read, understand, and sign this agreement at the Circulation Desk in the presence of a Staff Member each time a Chromebook is checked out.
- Patrons must have an active library card in good standing, without overdues or unpaid fees to borrow a circulating Chromebook.
- Patrons without a library card who want to check out a Chromebook for in-house use must leave photo identification at the circulation desk for the duration of their borrowing period.
- Patrons may only checkout one Chromebook per valid adult address.
- Chromebooks MUST be returned inside the Library.
- Chromebooks may be checked out for 7 days with no renewals. Patrons must wait 24 hours before checking out a Chromebook after returning a Chromebook.
- Holds cannot be placed; Chromebooks are first come, first served.
- Chromebooks will be deactivated if the Chromebook is not returned on the due date.
- Patrons are responsible for Internet access performed by minors.
- The Chromebook uses a Chrome operating system only. Microsoft Office is not available on Chromebooks. Patrons may use Google Docs, Slides, and Sheets. There are conversion apps available to edit Microsoft Office products. To access Google programs, patrons MUST use a personal Google account.
- Patrons may browse the internet on the Chromebook as a guest.
- Patrons must not alter or delete any settings or configurations. Doing so will result in loss of borrowing privileges.
- Patrons must adhere to the Internet Use Policy and all other applicable library policies while using Chromebooks. Patrons are responsible for internet access performed by minors.

## Fees and Liability

- The Chromebook should be kept in a temperature controlled environment.
- Do NOT leave it in your car.
- The patron is responsible for costs associated with loss or damage of the Chromebook and/or peripherals. The replacement cost for a Chromebook is \$249.00, and the administrative license is \$30.00 The replacement cost for a case is \$37.00. The replacement cost for a charging cord is \$40.00. Full replacement cost is \$356.00.
- A Chromebook that is overdue by 7 days will result in the patron being charged the full cost of replacement.

## Disclaimers

- The library is not responsible for information accessed while using this device, for personal information that is shared over the internet, for data loss resulting from use of the device, or for any computer viruses that may be transferred to user storage devices.
- CDL reserves the right to refuse borrowing privileges to anyone who abuses the equipment or is repeatedly late in returning the Chromebook. For each day the Chrombook is late, an additional five day block will be added to the patron account effective December 16, 2022. Borrowing privileges for those items will be reinstated once the items are returned inside the library and the probationary period is complete.

I agree to:

- Abide by Cass District Library's Chromebook Lending Agreement Guidelines as stated above.
- Pay full repair and/or replacement costs should the Chromebook or any peripherals be stolen, lost, not returned or damaged.

\_\_\_\_\_  
Patron Name

\_\_\_\_\_  
Barcode

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Staff Initials \_\_\_\_\_