

CHROMEBOOK LENDING POLICY

Chromebooks are housed in the Buckner Children's Library and may be checked out to Sims Library card holders ages 18 and above with Library cards in good standing (i.e. Library card is not blocked due to unpaid fines or lost material). Checkout is limited to one per household. The lending period is two (2) week, and cannot be renewed. Chromebooks are available on a first-come, first-served basis from the bookmobile. The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning electronic devices. The Library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device. Please remember that the responsibility to navigate the internet safely and legally lies with the user, not the Nicholas P. Sims Library or its employees.

- A patron must present a Library card and government-issued photo identification to the Library staff. At the time of check-out, the Chromebook becomes the responsibility of that patron.
- Any changes in condition or content while in the patron's care will be the patron's responsibility. The patron is responsible for damage, loss, or theft. Patrons should have a basic working knowledge of the device on checkout. If any technical problems are encountered, patrons should return the device immediately to the library. If device fails, please contact staff or return to Library immediately for inspection.
- Devices must be returned to the Main Desk or the library bookmobile and should never be returned in the book drop or to another Library. **Devices returned in the book drop will result in a \$20 fine.** The device will be examined to ensure it has not been tampered with. If damage to the device is discovered by Library staff, these costs will be added to the patron's account.
- A returned Chromebook must remain available for 24 hours before the same patron, or another patron living in the same household, may check it out again.
- All materials associated with the Chromebook must be present for the device to be checked in.
- Please keep device in a temperature-controlled environment; do not leave in a car.
- Please fully charge the battery before returning to the Library. Please only use the cord and charger provided.
- **An overdue charge of \$10 per day up to the full replacement cost of \$300 will be charged for a Chromebook that is not returned.** Damaged devices or parts will be charged at full replacement cost. Patrons are responsible for full replacement cost if the device or any parts are lost, stolen, damaged, or otherwise not returned. **If the borrower fails to pay the replacement cost for a lost device, s/he will be banned from checking out Library materials. Three (3) late returns for any electronic device will result in being permanently banned from borrowing all devices.**

**I understand and agree to these rules of use. By signing this form, I accept the above loan policy and am stating that I am responsible to return this equipment to the Library in good working condition and free from damage.**

Original: February 2023

Revised: 2024

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**Checkout:**

**Name:** \_\_\_\_\_ **Library Card Number** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Staff:** Please check off to indicate that all pieces of equipment are present at time of check-out.

\_\_\_\_ Chromebook \_\_\_\_ Instruction sheet \_\_\_\_ Charging cable \_\_\_\_ Carrying case    Staff Initial and Date \_\_\_\_\_