

## Plainville Public Library Chromebook Lending Agreement

Library patrons may borrow Plainville Public Library Chromebooks, subject to the following criteria:

- The patron must be age 18 or older with a library card in good standing (i.e., library card is not blocked due to lost/damaged material). A valid library card must be presented at the time of checkout.
- Chromebooks may not be reserved ahead of time. **Chromebook checkout is limited to one per household for a period of two weeks and may not be renewed.** Patrons may not check out the same or another Chromebook for a minimum of 48 hours after returning.
- Once a Chromebook is checked out, it becomes the responsibility of the borrower until it is returned and inspected by library staff. Borrowers are responsible for damage, loss, or theft, and are not permitted to make changes to the device.
- **An overdue charge of \$10 per day** up to the full replacement cost of \$254 will be charged for a Chromebook that is not returned. These fines cannot be waived. **Overdue Chromebooks will be deactivated within 24 hours of the due date, rendering the device unusable until it is returned.**
- The Chromebook must be kept in a temperature-controlled environment. Patrons must NOT leave a Chromebook in a car.
- The Chromebook MUST BE RETURNED TO A STAFF MEMBER AT THE ADULT REFERENCE DESK, and NOT placed in the indoor OR outdoor book drop. Chromebooks may not be returned at another library. **Violation of this return policy will result in a non-negotiable fine of \$10** charged to the patron's library card.
- Upon return, the Chromebook will be examined to ensure it has not been tampered with or damaged. If damage or changes to the devices are discovered by library staff, appropriate charges will be added to the borrower's account.
- Chromebooks will not be checked in until ALL pieces of the Chromebook kit are returned in good condition. This includes the device, case, and power outlet charger. Failure to pay the replacement cost(s) will result in the loss of borrowing privileges for all library materials. **For parts lost, stolen, damaged, or otherwise not returned, replacement costs will be charged to the borrower as follows, up to \$254 for total replacement cost:**
  - Chromebook: \$225
  - Case: \$12
  - Power Outlet Charger: \$17
- The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning materials. **Three (3) late returns of Chromebooks by the same borrower will result in the permanent loss of Chromebook borrowing privileges.**
- 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. The Library is not responsible for any personal information that may be compromised resulting from use of the device.
- Note to Parents/Guardians: Low-level Internet content filtering is provided through the Chromebook; however, parents/guardians are responsible for monitoring what their children access through Plainville Public Library loanable technology, in-house computers, or wireless network.

**I understand and agree to these rules of use. I also agree to the Plainville Public Library Wireless Network and Loanable Technology Terms of Service, a copy of which I have received and reviewed:**

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

**Patron**, please fill out the following fields:

Library Card Number \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Street Address \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_