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CHROMEBOOK BORROWER'S POLICY

The **Isabelle Hunt Memorial Public Library** (aka The Pine Library) is pleased to offer a Chromebook device checkout service to registered patrons of the library.

- Chromebooks are available for checkout to Library patrons aged 13 or older. Patrons under 18 must be accompanied by an adult for checkout. Library card must be in good standing with no fines owed.
- Reservations are recommended, but not required. Availability is limited.
- Patrons may check out one Chromebook and accompanying accessories on one library account. Patron is responsible for all accessories accompanying their Chromebook device, including mouse, carrying tote bag, power charging cord and laminated policy/instruction sheet.
- Patrons must show a photo ID and current Gila County Library card in order to check out a Chromebook.
- At the time of checkout, a staff member will inspect the Chromebook to make sure it is intact and running properly. Borrower will sign & initial checklist that items are in good condition and that all accessories are included.
- Checkout is one week. Late fee is \$10.00 per day. Chromebook and accessories not returned within 7 days after due date will be considered lost.
- Chromebooks not returned to library will be considered stolen, and law enforcement may be contacted.
- Items must be returned during library hours, at least 15 minutes before closing, for inspection by staff member.
- **DO NOT PUT CHROMEBOOKS IN DROPBOX.**

- While the Chromebook is checked out, the borrower is completely responsible for its safety and use.
The borrower will agree to pay all costs associated with damage to Chromebook or any associated equipment. He or she agrees to pay replacement costs should the Chromebook and/or its accessories be lost, stolen, or damaged. The replacement cost for one Chromebook computer will be no less than \$350.00. (Bag - \$15.00, Mouse - \$12.00, Power Cord - \$25.00, Laminated Policy/Instruction Sheet - \$5.00) for a total of \$410.00. Patrons will be billed replacement costs, and may lose library privileges for any damaged, lost or stolen Chromebooks or accessories.
- Patron should use a flash drive to save their work. Nothing can be saved on Chromebook.
- Wi-Fi is available in the Pine Public Library parking lot or within the library when open to the public.
- Patrons must report problems with Chromebook hardware or software immediately. Troubleshooting may be performed by Library staff only.
- The Library assumes no responsibility for any damage to user's personal devices, software, files, and/or equipment.

Patron has read and agreed to the Chromebook Check-out Policy.

Parent/Guardian (*Print*)

Parent/Guardian (*Signature*)

_____ Date _____

Teen (*Print*)

_____ Date _____

Teen (*Signature*)

Board Approved September 16, 2020