

Portage County Public Library Chromebook Policy

The Portage County Public Library will loan a limited number of Chromebooks, which are available for check out on a first-come, first-served basis or through staff initiated holds. The Chromebooks are available at the Check Out Desk of the lending branches and may be checked out for seven (7) days.

To check out a Chromebook, a borrower must read and agree to this policy and the Library Internet Safety Policy by filling out and signing the PCPL Chromebook Lending Agreement.

A Chromebook may be used in the Library or taken home, and it may be renewed up to two times if the item does not have an active hold request on it.

Chromebooks may be checked out by borrowers (16 years old or older) with their valid Portage County Public Library resident card (or a valid card from another South Central Library System library) and a photo ID. Borrowers under the age of 18 without an ID may use the ID of a present parent or guardian.

Borrowers may only check out Chromebooks on their own card and must be present to pick up a Chromebook that is on hold. Each cardholder may only check out one Chromebook at a time. When a Chromebook is returned, it must remain on the shelf at least 24 hours before being checked out by the same borrower to allow other residents a chance to use it.

Borrowers may not change or tamper with security features and settings on the Chromebooks or attempt to install personal software on the device. If the Chromebook is exposed to moisture or used outside its approved environmental limits (50 to 86 degrees Fahrenheit), the borrower could be responsible for damages up to and including full replacement.

Chromebooks and accessories must be returned in the case provided by the Library and must be returned to the Check Out Desk at the branch where the item was borrowed. Chromebooks may not be returned in the outside materials return slot.

Borrowers are expected to report the loss of or damage to the Chromebook or accessories to Check Out desk staff. The borrower is responsible for all repairs to damaged equipment, up to and including the replacement cost of \$500.

If the Chromebook is returned late, the borrower will be fined \$1 per day up to a maximum of \$5. Overdue Chromebooks will be disabled remotely by Reference Staff and rendered unusable until returned. If the borrower fails to return the Chromebook, the borrower shall be liable to the Portage County Public Library in the amount of at least \$500 plus costs.

PCPL Chromebook Lending Agreement

CHECKING OUT A CHROMEBOOK

- Borrowers must present their valid Portage County Public Library card (or their valid card from another South Central Library System member) at checkout with a photo ID. Borrowers under the age of 18 without an ID may use the ID of a present parent or guardian.
- Borrowers may only check out a Chromebook on their own card and must be present to pick up a Chromebook that is on hold.
- Borrowers are allowed to borrow one Chromebook at a time for 1 week (7 days). They may renew it twice unless the item has a hold on it from another resident.

SECURITY AND PROTECTION

- Never leave the Chromebook unattended.
- Do not tamper with security features and settings or attempt to install personal software.
- No user files will be retained on the Chromebook.
- Warning: If the Chromebook is exposed to moisture or used outside its approved environmental limits (50 to 86 degrees Fahrenheit), the borrower could be responsible for damages up to and including full replacement.

RETURNING A CHROMEBOOK

- Return the Chromebook and accessories in the case provided by the Library to a Check Out desk staff member at the Library branch where the item was checked out.
- The Chromebook may not be returned in the outside material returns slot.
- When a Chromebook is returned, it must remain on the shelf at least 24 hours before being checked out by the same borrower.
- If the Chromebook is returned late, the borrower will be fined \$1 per day up to a maximum of \$5.
- Overdue Chromebooks will be disabled remotely by Reference Staff and rendered unusable until returned.
- If the borrower fails to return the Chromebook, the borrower shall be liable to the Portage County Public Library in the amount of at least \$500 plus costs.

BORROWER RESPONSIBILITY AGREEMENT

I understand and agree to abide by the guidelines stated above and in the PCPL Internet Safety Policy. I agree to return the Chromebook in the same condition as when I checked it out, and if equipment is damaged or lost, I agree to pay the Library for the cost of all repairs to damaged equipment, up to and including the replacement cost of \$500.

Print Name: _____

Signature: _____

DL/Photo ID #: _____ Library Barcode #: _____

Date: _____ Staff Initials: _____