

Chromebook Kit Lending Policy and Use Agreement



General Information

- Each Chromebook Kit contains a Chromebook, charging cable, and basic instruction sheet.
- Adults ages 18+ with a valid Library card in good standing will be able to check out a Chromebook Kit. Chromebook Kits may be borrowed for a 3-week period.
- Upon checkout, borrowers will be asked to provide additional ID (driver's license, state photo ID, etc.) along with their library card and to read and sign the Chromebook Kit Lending Policy and Use Agreement. Once a Kit is checked out to a patron, it becomes the responsibility of that patron until it is handed to a staff person at the Reference Desk at the Southington Public Library.
- Patrons may borrow a Chromebook Kit no more than once per quarter. These terms are subject to change based on demand.

Use Information

- 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 upon checkout. If any technical problems are encountered, patrons should return the device immediately to the Southington Public Library Reference Desk.
- Chromebook Kits must be returned to a staff person at the Reference Desk. Chromebook Kits should never be returned in the book drop or to another library. Kits returned in the book drop or to another library will result in a fine. The Kit will be examined to ensure it has not been tampered with. If damage to the Kit is discovered, these costs will be added to the patron's account.
- An overdue charge of \$1 per day up to the full replacement cost of \$200 will be charged for a Kit that is not returned. Damaged devices or parts will be charged at the full replacement cost. Patrons are responsible for the full replacement cost if the Kit or any parts are lost, stolen, damaged, or otherwise not returned.

I understand that the Southington Public Library is not and will not be held responsible for any damage or loss of data or media due to any cause while using a library Chromebook Kit. I also understand that wireless connections are not secure and that it is my responsibility to take appropriate caution with personal information while using the connection. I have read and agree to these rules of use. By signing this agreement, I accept the above loan policy and am stating that I am responsible to return this equipment to Southington Public Library in good working condition and free from damage.

Name: _____ Phone: _____

Library Card Number: _____

Signature: _____ Date: _____

Library Use Only:

_____ Library card reviewed? _____ Account in good standing? _____ Staff Initials