

Title: Chromebook Checkout Policy

Effective Date: 6/20/16

Authorized By: Library Board of Trustees

Date of Last Revision: 1/15/18

1. Chromebook computers may be checked out by a patron 18 years or older with a library card in good standing.
2. Chromebook computers are checked out for **in-library use** only and cannot be removed from the building.
3. Parents cannot check out a laptop for the use of a minor child, even if child is attended.
4. When checking out the Chromebook, patrons need to present a current Huntington City-Township Public Library card and a picture ID. The ID and Library Card will be held by Library Reference staff until the laptop is returned. The first time a laptop is checked out patrons must read and sign a copy of the Huntington City-Township Public Library Chromebook Checkout Policy, which will be kept on file. A copy of the policy will be given to the patron. The patron will then be listed in the system as Laptop Eligible.
5. Patrons must adhere to the *Computer and Internet Use Policy* as laid out at <http://www.huntingtonpub.lib.in.us/policies/>. Paper copies are available upon request.
6. Chromebooks are checked out on a first-come, first-serve basis for a maximum period of two (2) hours. They must be returned thirty (30) minutes before the library closes and may not be checked out later than one (1) hour before the library closes. Failure to do so may result in a loss of borrowing privileges.
7. Chromebooks will follow the standard renewal procedures outlined in the material loan policy.
8. Patrons returning Chromebooks late will be assessed a fine of \$5.00 per 30 minutes with a maximum fee of \$50.00 per incident. Minutes will be rounded up to the next 30 minute increment (example: 20 minutes late will be rounded to 30 minutes late, 45 minutes will be rounded up to 60, etc...)
9. Patrons are financially responsible for lost or stolen Chromebooks. A lost fee of \$350.00 will be assessed. Repair costs, whether from negligent, reckless, or intentional damage, are the responsibility of the patron, and such costs will be determined by the Huntington City-Township Public Library IT Department.
10. Chromebooks not returned by closing will be considered stolen; your library card will be charged \$350.00, and your photo ID may be turned over to the Police Department.
11. Patrons cannot loan a laptop to another person. If a laptop is given or shared with another patron, the original borrower is responsible for any loss of or damage to the laptop. Laptop borrowing privileges may be revoked.

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12. Software may not be downloaded or installed to the laptop hard drive. No attempt to change the installed software or any laptop settings is permitted.

13. If patrons experience problems with laptop hardware or applications or have questions, they should ask for assistance from reference library staff. The borrower will be held responsible for any damage to a laptop from their attempt to troubleshoot a problem.

14. Chromebooks will be equipped with a wireless mouse. Patron must complete and sign the contents checklist when returning the Chromebook back to the reference desk.

15. The Library is not responsible for any objectionable material that may be found on the Internet while using a Library laptop.

16. The Huntington City-Township Public Library is not liable for damages to patron's personal data, removable media, or equipment resulting from information copied from the Internet or laptop.

17. The Huntington City-Township Public Library reserves the right to revise and change this policy at any time without notice. It is the responsibility of the patron to read and accept the current version of the policy.

18. The Library Director reserves the right to limit or regulate the use of Library equipment.

19. Violations of Huntington City-Township Public Library Chromebook Checkout Policy may result in the following consequences:

- a. First offense – Denial of laptop privileges for one (1) month.
 - b. Second offense – Denial of laptop privileges for three (3) months.
 - c. Third offense – Permanent denial of all laptop privileges.
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I have read the Huntington City-Township Public Library Chromebook Checkout Policy and agree to abide by its terms.

Printed Name _____

Drivers License # _____

Signature _____

Date of Birth _____

Date _____

Library Card # _____

Staff Member Initials _____