

Cedarburg Public Library

Chromebooks for In-Library Use Policy

The Purpose of providing In-Library Chromebooks is:

- To allow students to checkout and use Chromebooks while in the library.
- To allow students to work on a computer for a longer period of time than is available from the public computers.
- To allow students to do their computer work in another area of the building other than the public computer area.
- To better accommodate group projects that require a computer for students to gather around.

Eligibility and Availability:

- Chromebooks may be checked out by patrons under the age of 18 who have an Eastern Shores Library System library card that is valid and in good standing.
- While students are the primary users of Chromebooks; exceptions may be made for other library patrons to check them out upon approval from the Librarian at the Adult Info Desk.
- Chromebooks will be available on a first-come, first served basis. They cannot be reserved.
- Library programs have priority use of Chromebooks.

Policies:

- Chromebooks can be checked out for a 4-hour time period. There is no fee to use Chromebooks since the intended use is by students for schoolwork.
- If the user is 18 years of age or older, a replacement charge of **\$200.00** will be applied for a lost or completely damaged Chromebook. A **\$45.00** fee will apply for a lost or completely damaged power charger and cord. Other damages will be billed at the entire cost of the repair including shipping.
- If the user is under the age of 18 and damages a Chromebook then library privileges may be revoked as determined by the Library Director and in accordance with the Code of Conduct Policy.
- An overdue fee of \$1.00 per hour will be charged if the computer is returned after the due date and time.
- Chromebooks cannot leave the library, or be taken into the restroom or left unattended under any circumstances. Chromebooks may be taken to a staff member at a service desk if the user is going to be away momentarily and then use may be resumed.
- The patron is responsible and fiscally liable for the Chromebook until returned and is responsible for any damage that results from neglect.
- The patron must agree to the Library's Internet Usage Policy, available at the checkout desk, and Chromebook Policy. If the policy is violated then the patron will not be allowed to use the laptop and/or access the internet from the public computers.
- Chromebooks need to be returned to the first floor checkout desk 15 minutes prior to closing time.
- All files and downloads will be deleted when the computer is shut down and restarted.
- Patrons may not install software onto the Chromebooks.
- The Cedarburg Public Library is not responsible for damage to any removable drive or media (i.e. flash drive, CD, SD card) or loss of data that may occur due to malfunctioning hardware or software.

Approved by Cedarburg Library Board of Trustees on June 15, 2016

Cedarburg Public Library Chromebooks for In-Library Use Procedures

Checkout Procedures:

- The patron must have a valid Eastern Shores Library System card in good standing.
- The patron must sign this agreement before each checkout; if they are age 18 or older.

Agreement:

My signature below indicates that I have read the Cedarburg Public Library Chromebook Policy and acknowledge that I am financially responsible for the Chromebook and its accessories in the event of loss, theft, or damage while signed out in my name. I agree to abide by these conditions of use and those of the Cedarburg Public Library Internet Use Policy. Failure to follow this policy may result in loss of Chromebook checkout privileges.

Borrowed Items:

Chromebook #: _____ (\$200.00 replacement fee)

Power supply (Yes/No): _____ (\$45.00 replacement fee)

Signed _____

Print name _____

Date _____

Library Card Number _____

Staff Use:

Date: _____ Time: _____

Staff Initials _____

Time Returned: _____ Staff Initials: _____