

# Liberal Memorial Library

## Chromebook and Hotspot Borrowing Policy and Agreement

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Library card number: \_\_\_\_\_ Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Due Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

The library offers 2-week loans of Chromebooks and/or Mobile Wi-Fi Hotspots to meet the educational, cultural, technological, and recreational needs of the community. The Chromebook allows patrons to log in and browse the internet when connected to a Wi-Fi signal. Participation in this program is dependent on agreement to the following rules and regulations:

### GENERAL RULES AND REGULATIONS

Read and initial each

\_\_\_\_\_ I understand that only patrons 18 years or older with a current Liberal Memorial Library card in good standing will qualify to borrow a Chromebook and/or Mobile Wi-Fi Hotspot.

\_\_\_\_\_ I agree that before checking out and when checking in Chromebook or Mobile Wi-Fi Hotspot, library staff will verify against a checklist that all parts are present and undamaged.

\_\_\_\_\_ I understand that I, the library cardholder, must be present to check out a device. A family member may not present another person's library card to check out a device.

### Returns

\_\_\_\_\_ I agree to return the Chromebook and/or Mobile Wi-Fi Hotspot on time because I know that they are in high demand.

\_\_\_\_\_ I agree that I will not put the Chromebook and/or Mobile Wi-Fi Hotspot in the book drop. Patrons are responsible for the complete cost of the Chromebook and/or Mobile Wi-Fi Hotspot if it becomes damaged by returning in book drop.

### Overdue items

\_\_\_\_\_ I agree that if the Chromebook and/or Hotspot is overdue by more than 17 days, I will be restricted from checking out Chromebooks and/or Hotspots - 2 months restriction for the 1st time, 6 months restriction for the 2nd time, and permanent restriction the 3rd time.

\_\_\_\_\_ I agree that if the Chromebook and/or Mobile Wi-Fi Hotspot is overdue, it will be remotely disabled and made unusable. I will then be charged for the full amount of the cost of the Chromebook and/or Mobile Wi-Fi Hotspot and any accessories I have checked out. Once I have returned the

Chromebook and/or Mobile Wi-Fi Hotspot and all accessories, undamaged and in good working order, the cost will be removed from my account.

### **Renewals**

\_\_\_\_\_ I agree that after I return the Chromebook and/or Mobile Wi-Fi Hotspot in-person during normal library hours, I can check out the same Chromebook and/or Mobile Wi-Fi Hotspot again if it is not currently on-hold for another patron. This is to verify that the equipment is in good working order and that all items are present in the case. The library makes no guarantees on how long the verification will take.

### **Filtering**

\_\_\_\_\_ I understand that filtering software is in place on the Mobile Wi-Fi Hotspot. While filtering may provide a reasonably good means of blocking adult content, it by no means can be considered a foolproof way to prevent access to sites which may be considered objectionable. Filtering is not a replacement for parental supervision, guidance, and education in responsible use of the devices.

### **Unlawful Acts**

\_\_\_\_\_ I agree that I will not perform any unlawful transactions or view any unlawful content using the Chromebook or Mobile Wi-Fi Hotspot.

## **RESPONSIBILITY AND LIABILITY**

### **Food and Liquids**

\_\_\_\_\_ I agree to keep food, beverage, or other liquids away from the Chromebook and/or Mobile Wi-Fi Hotspot.

### **Environment**

\_\_\_\_\_ I will not expose the Chromebook and/or Mobile Wi-Fi Hotspot to direct sunlight for extended periods of time (such as on the dashboard of a car)

### **Cleansers**

\_\_\_\_\_ I agree not to use any chemicals to clean any part of the Chromebook and/or Mobile Wi-Fi Hotspot or any accessory. Library staff will clean/disinfect each device.

### **Lending to others**

\_\_\_\_\_ I agree not to loan or share the Chromebook and/or Mobile Wi-Fi Hotspot with other individuals during the borrowing period.

### **Cost and Financial Responsibility**

\_\_\_\_\_ I agree to take full financial responsibility for a lost or damaged Chromebook and/or Mobile Wi-Fi Hotspot and for any lost or damaged accessories. I will pay for any lost or damaged items plus a \$15 processing fee. I will be billed for damages relating to rough usage or disfiguring of devices in other amounts as determined by library staff.

Mobile Wi-Fi Hotspot - \$90      Hotspot Charger - \$15      Hotspot case - \$16

Chromebook - \$415      Chromebook Charger - \$58      Chromebook Case - \$26

Mouse - \$11