

Acton Libraries Chromebook Lending Agreement

All library users who wish to borrow any of the Chromebooks available at either Acton Memorial Library or Citizens' Library must complete, sign and abide by this agreement every time they wish to borrow a Chromebook.

Checking Out a Chromebook:

- I will leave a valid school or government-issued photo identification as a deposit, understanding it will be returned when I return the Chromebook in the same condition as when I borrowed it.
- I will check out the Chromebook with my own valid library card that is in good standing (owe less than the cost of one lost or damaged item).
- I acknowledge that the Chromebooks are for in-library use only. Any attempt to remove it from the Library will be considered theft and I will be charged the cost to replace the Chromebook.
- I will keep the Chromebook in my immediate possession at all times when it is checked out to me. I will not ask anyone else to guard it for me for any reason and I will not give it to anyone else to use.
- If I need to use the restroom, I must leave the Chromebook (and peripherals) with the Reference Librarian (for Acton Memorial Library) or the Librarian on duty (for Citizens' Library).
- I acknowledge that I must report any damage or problems with the Chromebook or the power cord to the library staff immediately; failure to do so may result in liability.

Loan Period and Use:

- Chromebooks cannot be reserved ahead of time.
- Chromebooks may be checked out for 2 hours per day. Renewals of up to 2 hours are available as long as no one is waiting for a Chromebook
- Chromebooks **must** be returned to the Reference Desk 30 minutes prior to the library closing.

Security Issues:

- I understand I must keep all food and drink away from the Chromebook.
- I will not tamper with the security features or attempt to install personal software.
- I understand that any documents saved on the Chromebooks will be lost immediately upon the restarting of the Chromebook. I will protect anything I wish to keep by saving to a USB device I provide, or emailing it.
- I understand that Acton Libraries are not responsible for any damage incurred to the hardware, software, or data while I'm using the Chromebook.
- I understand that I will follow all Library policies, state and federal laws while using the Chromebook, and will not engage in any illegal activities such as hacking, pirating, downloading illegal materials. I understand that any violation of the policies and/or laws may result in my library privileges being suspended or revoked and if necessary legal action will be taken.
- Violation of any of the above policies may result in the suspension of laptop borrowing privileges as determined by the Library Director.

Replacement of Damaged/Lost Components:

- Lost or broken Chromebook (including cracked screen): \$240
- Lost or broken Mouse: \$20
- Lost or broken Power Cord: \$22

Borrower Responsibility Agreement:

I agree to abide by the guidelines stated above and will return the laptop and included equipment in the same condition in which I checked it out.

Patron Name: _____ Signature: _____ Date: _____

Staff Use Only:

Library Card # _____ Time Due: _____ Staff Initials: _____