



Chromebook Lending Policy & User Agreement

The Edgartown Public Library lends Chromebooks to CLAMS library card holders ages 18 and older with library cards in good standing (i.e., the patron's library card is not blocked due to unpaid bills or lost material). The lending period is two (2) weeks. Chromebooks may not be renewed. The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning electronic Chromebooks. The Library is not responsible for any liability, damages or expense resulting from use or misuse of the Chromebook, connection of the Chromebook to other electronic devices, or data loss resulting from use of Chromebook.

Once a Chromebook is checked out to a patron, it becomes the responsibility of that patron. 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 Chromebook upon checkout, which library staff can provide. If any technical problems are encountered, patrons should return the Chromebook immediately.

Initial the following:

- ___ Chromebooks should be returned during the library's open hours. Chromebooks should *never* be returned to another library or returned in the book drop. The Chromebook will be examined to ensure it has not been tampered with. If damage to the Chromebook is discovered by library staff, the full cost of replacement will be added to the patron's account. Replacement cost of the Chromebook will be the current market price.
- ___ The full replacement cost will be charged for a Chromebook that is more than 30 days overdue. Damaged Chromebooks or parts will be charged at full replacement cost. Patrons are responsible for full replacement cost if the Chromebook or any parts are lost, stolen, damaged, or otherwise not returned.
- ___ When a patron returns a Chromebook, they must wait twenty-four (24) hours before attempting to check one out again. When a patron returns a Chromebook past its due date, they must wait one week before attempting to check one out again.
- ___ If the borrower fails to pay the full replacement cost for a lost Chromebook, their account will be blocked. Three (3) late returns for any device checkout will result in being permanently banned from borrowing all devices.

By checking out a library Chromebook and signing below, I:

- (1) Understand and agree to these rules of use.
- (2) Accept the above loan policy.
- (3) Will return this equipment to the Edgartown Public Library in good working condition and free from damage on or before its due date.

Refer all questions regarding this policy to the Edgartown Public Library at 508-627-4221.

Signature

Date

Printed Name

Adopted January 14, 2021 by the Edgartown Library Board of Trustees