

## Chromebook Use Policy

### Borrower Criteria

To borrow a Chromebook for use in the East Longmeadow Public Library, a patron must have a current CW/Mars library card. Chromebooks are available for borrowing on a first-come, first-served basis to card holders in good standing.

Once returned to a staff member at the Circulation Desk, all Chromebooks will be cleared of all content outside of any preloaded content or settings.

### Circulation

- Loan period: one-day.
- Chromebooks are to remain on site and inside the library building.
- Patrons may borrow one (1) digital device at a time.
- Chromebooks are to be returned directly to a staff member at the Circulation Desk by the end of library hours.
- Chromebooks may not be returned in a book drop, return slot, the Information Desk or the Children's Desk.
- Wireless printing is not available from the Chromebooks at this time.

### Financial Responsibility and Borrowing Privileges

- Borrowing privileges will be suspended for:
  - 1) Damage to a Chromebook.
  - 2) Failure to return a Chromebook.
- Borrowing privileges will resume once full payment is received for the:
  - 1) Repair to a damaged Chromebook
  - 2) Purchase of a new Chromebook at the current cost to replace a lost device.

Please report any problems or issues with the Chromebook to a library staff person as soon as possible.

### Disclaimer

East Longmeadow Public Library is not responsible for any liability, damages, or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device. The library is not responsible for downloaded content on the device. Any use of the device for illegal purposes, unauthorized copying of copyrighted material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.

Approved by the Library Board of Trustees March 15, 2017.