



## Chromebook Use Policy

### Borrower Criteria

To borrow a Chromebook 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 week with no renewals.
- Patrons may borrow one (1) Chromebook at a time.
- Chromebooks are to be returned directly to a staff member at the Circulation Desk.
- Chromebooks may not be returned in a book drop, return slot, the Information Desk or the Children's Desk.
- Chromebooks are connected to the Town of East Longmeadow wireless internet. When borrowed and used outside of the library building, Chromebooks do not have internet access. For patrons that may need internet access in addition to a Chromebook, the library has a limited number of wireless internet hotspots available to borrow.
- 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 damaged or lost Chromebook.

## Replacement Costs

Patrons assume full responsibility for all costs associated with the Chromebook, including damage due to tampering or misuse. In case of equipment damage or loss, patrons will be charged the following:

- Charging cord: \$35
- Case: \$35
- Chromebook: \$350

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 Board of Library Trustees March 15, 2017.

Amended by the Board of Library Trustees December 15, 2021.

## Chromebook Lending Agreement

When borrowing a Chromebook from the Library I understand and agree to the following:

1. I am responsible for the Chromebook as long as it is checked out to me.
2. I will not loan the Chromebook to anyone else.
3. I will not tamper with the Chromebook hardware or software.
4. I will immediately report any loss, damage, or malfunction of the Chromebook or its accessories to library staff (e-mail [elpubliclibrary@gmail.com](mailto:elpubliclibrary@gmail.com) or call 413-525-5400 ext. 8).
5. I agree to pay all costs associated with the damage to, tampering with, or theft of the Chromebook while it is checked out to me. In the event of damage or loss, I agree to pay a \$350.00 Chromebook replacement fee, \$35 Chromebook case fee, and/or a \$35.00 Chromebook charger fee.

By signing below, I certify that I have read, understand, and accept all of the terms and conditions stated above.

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

Date: \_\_\_\_\_