



Chromebook Lending Policy

Adopted: 11/18/2021
Amended: 12/5/2024, 1/16/2025

Chromebooks are laptops that only use Google Chrome as their browser and operating system, and they are fast, secure and simple to use. All of the Chromebook operations take place using the Chrome web browser and web applications either through a user's free Google account or in a "guest" mode – for those without Google accounts.

Chromebooks can create and share documents with Google Drive, play songs and movies with Google Play and video chat with Hangouts, all available at no charge. In addition, the Chrome Web Store offers thousands of free apps, themes and extensions.

BORROWING

1. Only MORE consortium library cardholders with fines and fees less than \$10.00 on their account may borrow a Chromebook.
2. The cardholder must be 18 years of age or older to check out a Chromebook.
 - a. The cardholder must present their library card and a photo ID in order to check out a Chromebook at the Prescott Public Library.
3. Prescott Public Library Chromebooks are not available for transit to other libraries or for interlibrary loan.
4. Borrowers must agree to the Chromebook User Agreement and the devices must be checked out and returned at the circulation desk.
 - a. Prescott Public Library requires that Chromebooks be returned inside the library and **not** in any book drop.
 - b. A fee of \$1.00, in addition to any other accumulated fees or fines, will be charged for this type of return.
5. The lending period is fourteen (14) days and may be renewed if there are no other patrons waiting for the Chromebooks.
 - a. Prescott Public Library Chromebooks may not be returned to other libraries.
6. Notices:
 - a. First overdue notice sent: 3 days past due date
 - b. Second overdue notice sent: 7 days past due date
 - c. Replacement Bill sent: 10 days past due date
 - d. If the Chromebook is not returned within ten (10) days past the due date, the borrower will be charged the full replacement cost of the device and its accessories.

7. Overdue fees will be charged for a Chromebook not returned by their due date in the amount of \$5.00 per day. Maximum overdue fine is \$25.00.
8. Borrowers are responsible for the safe-keeping and return of these items to the library in good working order and assume liability for the equipment while it is in their care.
 - a. Borrower is responsible for damaged, lost and/or missing pieces of the lent items.
 - b. Patron agrees to cover the cost of damage and/or replacement costs, as determined by the library.
 - c. Replacement charges are as follows:
 - i. Chromebook: \$150
 - ii. Charger (2 parts): \$20.00
 - iii. Case: \$10.00
 - iv. The library will not accept a replacement Chromebook or accessories purchased by the patron.
9. The Library does its best to provide clean, secure, and fully functional equipment, but is not responsible for charging the device or unforeseen hardware or software failure.
 - a. Library staff will document any existing damage, however if a borrower discovers any pre-existing damage to the Chromebook checked out, the borrower should notify library staff as soon as possible.
 - b. Failure to notify the library of existing damage limits the borrower's ability to dispute charges for a damaged device or equipment.
 - c. Do not attempt repairs, adjustments or alterations of any kind on the Chromebook.
10. The Chromebook is not considered returned until all items associated with it, including (but not limited to) charger and case, have been returned to the library in good condition.
 - a. If any items are missing upon return, the Library reserves the right to refuse acceptance of the equipment until all items are returned.
 - b. The Library will notify the patron that the item will not be cleared from their account until all items are returned.
 - c. These refusals/notifications do not waive any late fees.
11. Chromebooks use a wireless connection and the Library is not responsible for information accessed using this device or for personal information shared over the Internet. Chromebook users are encouraged to follow safe Internet practices. Chromebook users agree to refrain from online activity that violates federal, state, or local laws.
12. The Library reserves the right to deny the use of Chromebooks to any borrower who loses or abuses equipment or is repeatedly late in returning a Chromebook or its accessories.

13. The library reserves the right to update and change this policy at any time without notice. It is the responsibility of the cardholder to read and accept the current version of the Chromebook User Agreement.
14. Borrowers agree to abide by the library policy and procedures.
15. Borrowers must sign the User Agreement form each year.