

**Summit County Library South Branch
Chromebook/iPad Lending Guidelines
1/26/15**

- Chromebooks/iPads are loaned on a first come first served basis and may not be reserved.
- *Chromebooks/iPads* are for in-library use only (No coffee shop or outside reading deck use). The devices will be deactivated and will no longer work if removed from the building.
- You must have a Summit County Public Library card in good standing to borrow a Chromebook/iPad.
- Chromebooks/iPads have the ability to print to the public print station.
- You must read, understand and sign the Summit County Library Chromebook/iPad Use Agreement to check out a Chromebook or iPad.
- Minors (Patrons under age 18) may use their Youth Card to checkout a Chromebook/iPad provided the Guardian, whose card they are connected to, has an agreement on file giving that child permission.
- Library staff reserves the right to change these guidelines at any time and/or revoke Chromebook/iPad use as needed.

Loan Periods and Use Procedures

- Chromebooks/iPads can be borrowed for **in-library use only**.
- Chromebooks/iPads can be borrowed for up to four hours at a time. Failure to return Chromebooks/iPads on time will result in the suspension of Chromebook/iPad borrowing privileges.
- Chromebooks/iPads cannot be loaned to anyone but the card holder. Patrons cannot use a friend or family member's card to borrow a Chromebook/iPad.
- A basic knowledge of computers is recommended. Staff can provide simple instructions and assistance and written material on some common functions may be available.
- Chromebooks/iPads should be returned to a staff member directly, not dropped in any box or left on the counter.
- Chromebooks/iPads must be returned to the Circulation Desk at least 15 minutes prior to the library closing (even if it has been less than 4 hours.) No Chromebooks/iPads may be borrowed 30 minutes prior to the library closing.
- There are no drives on the Chromebooks. You must use a personal USB device to save your work. The iPad is not compatible with USB devices.
- All apps, files and downloads will be deleted after each use.

Summit County Library Chromebook/iPad Use Agreement

To borrow a Chromebook or iPad, I agree to and understand the following:

- To present my own valid Summit County Public Library card in good standing and a photo ID to check out a Chromebook or iPad.
- To keep the Chromebook/iPad in my immediate possession at all times while checked out to me. If the Chromebook/iPad is lost or stolen while checked out to me, I understand that I am responsible for the replacement cost at the time of the loss. Current replacement cost for the Chromebook is \$440 and \$470 for the iPad.
- To return the Chromebook/iPad to a staff member (not in the book drop or left on counter) by the time it is due. I understand that a library staff member has to inspect the Chromebook/iPad and make sure it is in the same condition as when I borrowed it. I will allow time before I need to leave so that this inspection will not be rushed. Failure to return items on time may result in revocation of borrowing privileges.
- To pay the cost to replace Chromebook/iPad if I fail to return it at least 15 minutes before the library closes.
- To only use the Chromebook/iPad inside the Library. The Chromebook/iPad should not be used on the outdoor reading deck or in the coffee shop. (Meeting and study rooms are allowed). If I remove the Chromebook/iPad from the library I understand that such action will be considered theft and I will be charged the cost to replace the Chromebook/iPad, and the police will be notified. I understand that the device will not work if it is removed from the library.
- To visually inspect the Chromebook/iPad and bring any damages to the attention of the staff person checking it out to me. I will return it in the same condition as it was when I borrowed it. I will pay whatever it costs the Summit County Public Library to repair any damage that happens to the Chromebook/iPad while it is checked out to me.
- I understand that any documents saved on the Chromebook/iPad will not be saved and I am responsible for saving things I want to an external device.
- I am responsible for signing out of any site I visit that requires a personal login.
- I must keep all food and drink away from the Chromebook/iPad.
- Library staff reserves the right to change these guidelines and/or revoke Chromebook/iPad use as needed.
- The following minor(s) can present their Youth Card to checkout a Chromebook/iPad when I am not present and agree to be responsible for any damage or loss that occurs during that loan: _____

Name: _____ (print full name)

Signature: _____ Date _____

Driver's License #: _____ State _____ Library Card #: _____