

Circulating Chromebook & Optional Wi-Fi Hotspot Lending Procedures

Before Check out

Prior to lending a chromebook/hotspot, request a library card and photo ID. It is acceptable to loan to someone who has a library card but does not have it on hand. They must have a photo ID. Check the user's library record.

Users must be:

- NOBLE cardholders with no billed items.
- High school students or older (ages 14 & up).
- All users must provide a photo ID. High school students may use their student ID.
- They must agree to the Circulating Chromebook & Optional Wi-Fi Hotspot Lending Agreement. (*see below)
- If the user is under 18, a parent or guardian must agree to the Circulating Chromebook & Optional Wi-Fi Hotspot Lending Agreement. If a parent or guardian is not available at the time, send patron home with a copy of the agreement form and give them the option to borrow an in-library use only Chromebook.

Check user's record for message re policy agreement.

If no message pops up and the Message icon is grayed out, there is no message. The user (or parent), must read and agree to the policies. Provide the Circulating Chromebook & Optional Wi-Fi Hotspot Lending Agreement. (Louise and Michelle will check the google form during the week, weekends staff will monitor, the form responses will be on the Intranet.)

<https://docs.google.com/forms/d/1gBin6WJQRLGP0Zhd7ghEOAGqsstsHwwb6uwjkmvV4x8/edit#responses>

Once they read and agree to policies you must **create a message** – Go to Patron Record - Select Edit - Type the message in the "Alert Message" Field (the field is in the left column several spaces under where you would update email and phone) - Sample "John Smith read and agreed to Circulating Chromebook policies. LB 7/25/09" - Select Save.

Check Out

The Chromebooks will be stored in an electronic cupboard located in or near Borrower Services. The corresponding cases will be on top.

Turn the Chromebook (**and/or optional hotspot**) on and make sure that it is in good working order. Check Chromebook over with the patron and verify that there is no damage.

Make sure that everything in the list of equipment is accounted for.

Check the Chromebook (**and/or optional hotspot**) out to the user, and print out a due date slip.

Return

At that moment

The staff member who receives the Chromebook/Hotspot should set it aside in a bin until the end of the day. Ask the patron if they triple checked that everything was returned.

- **Do not check the Chromebook/Hotspot in yet.**

At the end of the day:

At the end of the day, one staff member should gather all Chromebooks/Hotspots that were returned that day, wipe them down with Clorox wipes (or similar), check that the equipment is all in the case, Then the staff member will check in the Chromebook/Hotspots, and plug them in the cabinet so they can charge overnight.

Hotspots:

Staff should read through the basic [HotSpot Guide](#). The guide is included in the Hotspot kit.

What You Get: Both Chromebooks and Wi-Fi HotSpots live in the powered cabinet in

Borrower Services

Equipment:

- [Chromebook - 2 in 1](#)
- Power adaptor
- Carrying case
- Instructions/troubleshooting guide
- Zoom Instructions

Optional Equipment:

- [Wi-Fi Hotspot with case.](#)
- Instructions/troubleshooting guide

Reading Public Library

Circulating Chromebook & Optional Wi-Fi Hotspot

Agreement

My signature below indicates that I have read the following statement and that I agree to abide by these conditions of use when checking out a Chromebook, optional hotspot and other related equipment from the Reading Public Library.

- I agree to accept full responsibility for the material while it is checked out to me.
- I agree to pay all costs (including full replacement cost) associated with damage to, loss of, or theft of the material and accessories while it is checked out to me.
- I understand that I will not be held responsible for technical problems, however; I understand that I am responsible for verifying the current physical condition of the laptop and that it is in working order when it is checked out (A staff member will help with this).
- I agree to notify Library staff immediately if the laptop is not working properly.
- I understand that items are not available for renewal.
- The library reserves the right to refuse service to anyone who abuses the equipment, or is repeatedly late in returning equipment.
- I understand that the internet is not always a secure environment and I will handle activities that require confidentiality at my own risk.
- The Library reserves the right to remotely disable any Chromebook that is overdue or has been reported lost.
- I agree to return equipment to a staff member inside the Library. (Or as directed. Not in the book drop)
- **If user is under the age of 18: I am aware that my child is borrowing a Chromebook and/or optional Wi-Fi Hotspot. I agree to accept full responsibility for the materials checked out to my child, and I agree to pay all costs (including full replacement cost) associated with damage to, loss of, or theft of the material and accessories while it is checked out to my child.**
- **I agree to take full responsibility for my child's time on the internet.**

Date _____

Patron Name: Please Print _____

Signature (or guardian if patron under 18) _____

Patron Address: _____

Staff use only

Laptop Barcode _____ Optional Hotspot Barcode _____

Patron Library Card Number: _____

License checked against patron record: Staff Initials: _____

