

Reading Public Library In-Library Use Public Chromebook Agreement

The Reading Public Library is pleased to make Chromebook computers available for in-library use. Prior to borrowing a laptop for the first time, users must read and agree to the following guidelines: .

- Users must be 12, or Grade 6, and older.
- Chromebooks are cleared of all login data and files after each use.

How do I borrow a Chromebook ?

- Chromebooks are available from the Research and Reader Services Desk and are loaned on a first come, first served basis (no reservations).
- The check-out period is two (2) hours and may be renewed once, for an additional two hours, subject to demand.
- Chromebooks must be returned promptly, powered on, to the Research and Reader Services Desk.
- Chromebooks must be returned at least 30 minutes prior to the library closing.

Where/How can the Chromebook be used?

- Chromebooks may be used anywhere in the library and ONLY in the library. Patrons in Grades 6-12 may only use computers in Teen Space and Studio.
- Removal of Chromebooks from the library will be considered theft and reported to the Reading Police Department.
- Wireless printing is available with relevant fees.
- Chromebooks will run approximately two hours on battery.

What happens if I am late returning the Chromebook ?

- There are no fines for returning the Chromebook late.
- Returning a Chromebook late on more than 2 occasions may result in a loss of borrowing privileges.
- If not returned after 48 hours or the Chromebook is damaged, the user is responsible for the full \$375 replacement cost. Damage includes, but is not limited to, cracked or broken screen, cracked or broken casing, and missing or corrupted components.

What is my responsibility?

- The borrower is completely responsible for the Chromebook from the initial time of borrowing until the library staff records its return.
- Please report hardware/software problems immediately
- Users may not install any software or change the configuration of the Chromebooks. Users may not save work to the Chromebook.
- Never leave the Chromebook unattended.
- Never borrow a Chromebook for someone else to use.

Disclaimer:

- The library is not responsible for any computer viruses that may be transferred to or from a user's external drive or storage device.
- The library is not responsible for any the loss or damage to files saved to the Chromebook.
- The library reserves the right to refuse service to anyone who has a record of abusing equipment or is repeatedly late in returning Chromebooks .