

The E.G. Fisher Public Library Chromebook Lending Policy

ELIGIBILITY

To borrow a Chromebook you must be an E.G. Fisher Public Library cardholder eighteen (18) years of age or over, in good standing (no fees, or over-dues) within the same household (all patrons living at the same physical address). Patron must present a valid state ID to borrow chromebook. Borrower must read and sign the E.G. Fisher Public Library Chromebook Lending Policy and Borrowers Agreement.

If patron or patron household has any outstanding fees or over-dues, chromebook use is prohibited. Under no circumstance will a patron be allowed to borrow a chromebook for another individual or household.

LOAN PERIOD AND AVAILABILITY

Chromebooks may be checked out for a 7 day period. Overdue fines are \$2 per day. Checkouts are limited to one (1) per household

Chromebooks may be reserved by placing a hold online or by calling the library. Devices will be held for two days. If the device is not picked up by the end of the second day, the hold will be cancelled and the device will move to the next person in line. Standard \$1 hold fee will apply.

Chromebooks will not be checked in if missing any accompanying items and will continue to accrue overdue fees until all items are returned.

Chromebooks must be returned to Library Staff at the Circulation Desk. A fee of \$20 will be charged for returning chromebooks in the book drop, in addition to fees for any damage sustained.

COMPLIANCE

If the borrower fails to pay the replacement cost of the lost device, they will be barred from checking out library materials. Three (3) late returns for any device will result in being temporarily barred from borrowing any technology device for a period of six (6) months.

The Library reserves the right to take appropriate action to insure compliance with this policy. Actions may include being barred from borrowing technology devices for non-compliance.

Chromebooks are purchased by E.G. Public Library to provide the borrower with access to technology.

LIABILITY

The Library is not responsible for any liability, damages or expense resulting from the use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from the use of the device.

The Patron should have a basic working knowledge of the chromebook device upon checkout. If any technical problems are encountered, the patron should return the device immediately to the Circulation Desk.

The complete replacement cost for the Chromebook and accessories is \$400.00 Fees for lost or damaged accessories will be based on the actual repair or cost to replace item.

The patron is financially liable for any lost, stolen, or damaged chromebook, power cords, etc.

Chromebooks are deactivated at one (1) day overdue if they are not returned to the Circulation Desk at E.G. Fisher Public Library. Chromebooks are reported as stolen to appropriate law enforcement agencies after one week overdue. The E.G. Fisher Public Library and/or the McMinn County Library Board may use any appropriate means to collect the amount owed for fees, damage, loss, or theft including the involvement of local authorities.

The chromebook must be in working condition when it is returned or replacement/repair cost will be added to the patron's account.

The patron understands that Internet Content Filtering is NOT provided through the chromebook. Parents/legal guardians are responsible for monitoring what is accessed via the Wi-Fi chromebook.

ACCEPTABLE USE OF THIS DEVICE

- Respect for privacy of others.
- Compliance with copyright laws and licenses for individual date and programs
- Consideration for the security and functioning of the chromebook device

UNACCEPTABLE USE OF THIS DEVICE

- Uses for any purposes that violate applicable federal, state, or local laws including copyright laws
- Interfering with or disrupting the chromebook device
- Attempting to gain or gaining unauthorized entry to other computing information or communications sources or devices (hacking)
- Malicious, threatening, harassing, or obscene behavior or language
- Misrepresentation of oneself
- Activities that could cause congestion and disruption of networks and systems

CARE FOR CHROMEBOOK

- As with any electronic device, do not leave the chromebook in a hot vehicle for an extended period of time.

POLICY SUBJECT TO REVISION

E.G. Fisher Public Library's "Chromebook Borrowing Policy" is subject to review and revision as needed.

McMinn County Library Board approved 11/23/2020