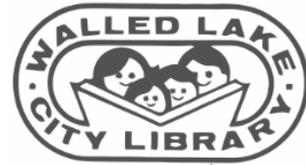


WALLED LAKE CITY LIBRARY

CHROMEBOOK LENDING POLICY



What is a Chromebook?

A Chromebook is a notebook (or laptop sized) computer that connects to the Internet to run apps (applications). You can browse the Internet, create documents, and more. Access to the Internet via WiFi is required for use. If you do not have Internet access, we suggest checking out a mobile hotspot with the Chromebook (if available).

How do I checkout a Chromebook?

Chromebooks are only available directly from the Library. There are no holds. To check out a Chromebook, visit the desk and ask if any are available. You will need to fill out a Walled Lake City Library Chromebook Lending Agreement (where you agree to the items listed below) to checkout a Chromebook.

What comes with the Chromebook?

- Each Chromebook circulates in a bag along with:
- A USB-C charging cable and power block
- A mouse
- Instruction manual
- A copy of this policy

What are the rules for checking out a Chromebook?

To checkout a Chromebook, patrons must:

- Be 18 years of age or older
- Be a Walled Lake resident and have a valid Walled Lake City Library card for **at least 90 days**
- Present a current driver's license, passport, or military photo ID when checking out the Chromebook
- Be in good standing with the library
- Check out and return the Chromebook to a staff member at the desk at the Walled Lake City Library

What are the fines and liability?

- Chromebook may be checked out for 14 days. There are **no** renewals.
- Only one Chromebook can be checked out per household. Households must wait 14 days after returning a Chromebook before another device can be checked out to any household member.
- The overdue fine is \$2.00 per day until returned.
- Overdue Chromebooks will be deactivated within 24 hours of the due date.
- If a Chromebook has to be deactivated, the patron will be charged a \$5.00 reactivation fee.
- Patrons will be charged \$5.00 for Chromebook and/or Hotspot returned to a book drop (indoor or outdoor) or another library. If it is returned a second time in the book drop, you will be blocked from checking the device for six months.
- The Chromebook should be kept in a temperature-controlled environment. **DO NOT** leave it in your car. The patron is responsible for costs associated with loss or damage to the Chromebook and/or peripherals.
- Returned Chromebook is subject to library staff inspection after being checked in.

Note to Parents/Guardians: Internet content filtering is provided on Chromebooks in compliance with the Child Internet Protection Act. You are responsible for all content accessed using the Chromebook. The Library is not responsible for information accessed using this device or for personal information that is shared over the Internet. Chromebook users are encouraged to follow safe Internet practices. The Library is not responsible for any computer viruses that may be transferred to user storage devices. Tampering with library equipment is prohibited.

What are the replacement charges if I lose or damage the Chromebook?

Chromebook Unit: \$300

USB-C power block & cable: \$25

Case: \$25

Mouse: \$10

Total Replacement Cost:\$360