



# ALTADENA LIBRARY DISTRICT

## CHROMEBOOKS POLICY/BORROWER AGREEMENT

Altadena Library District is now participating in a pilot project with the State Library to offer Chromebooks for checkout. Chromebooks are a new type of computer: lightweight and fast, with security built-in to protect against viruses or malware, and one click away from a world of apps and the web. It's a faster, simpler, more secure computer. Just sign in with your Google account, or as a guest, and the web is there at your fingertips. **Once you log out, none of your personal data can be accessed by other users.**

Chromebooks run web apps which allow you to create and share documents, edit photos, listen to music, and much more. Unlike software on a traditional computer, web apps install in seconds, load instantly, and update automatically. You'll find thousands of web apps in the Chrome Web Store <https://chrome.google.com/webstore>. Visit the Chromebook website ([www.google.com/chromebook/](http://www.google.com/chromebook/)) for more information on how to get the most out of a Chromebook.

- Chromebooks may be checked out at the Circulation Desk on a first come first served basis. A valid Altadena **Library District Library card**, current and in good standing, **as well as a photo ID** such as a Drivers' License, California ID card, or School ID **is required each time a Chromebook is checked out.**
- Borrowers must be 14 years or older. Patrons younger than 18 must have both a **Chromebook Users Agreement and an Internet Agreement** on file signed in person at the library by a parent or caregiver. Due to the high cost of these items, a patron may check out a Chromebook only on his or her own young adult or adult library card and must keep it with him or her at all times.
- The **loan period for a Chromebook is three (3) hours**; checkout is limited to one time per day per borrower. No reserve requests may be made.
- When accessing sites which **emit sound, a patron must wear headphones or ear buds.** These may be borrowed (with photo ID) or purchased at the Reference Desk.
- Chromebooks must be used **inside the Library** only and must be returned after three hours or sooner in order to be checked in at least one hour before the Library closes.
- **The late fee for a Chromebook returned after the time due is \$10.00 per hour up to \$30.00.**
- Users agree to report immediately any hardware or software problems to the library staff. Please keep the Chromebook with you at all times. Users are responsible for any loss or damage. **The replacement fee for a lost, stolen, or damaged Chromebook is \$500.00. This amount will be reported to collections.**
- Users agree to not display or download any **graphic material** that would be offensive to the general population of the library.
- Users must **log out and hold the power button** for ten seconds at their session.

I, \_\_\_\_\_ (Please print your name) have read and understand the Chromebook policy and agree that I will be responsible to pay any late fees if I do not return the Chromebook by the time due, as well as all repair and replacement costs if the Chromebook is lost, stolen, or damaged during my checkout period, or if Library Staff identifies any such damaged during inspection upon my return of the Chromebook. I agree that I will be the exclusive user of the Chromebook during my checkout period and that I will not loan, sell, lease, transfer to anyone else, nor "hack" it in any manner. Furthermore, I agree to not display or download onto the Chromebook any graphic material that would be offensive to the general population of the library.

I understand that any failure on my part to comply with the stipulations of this agreement and the guidelines given may result in the suspension of my Chromebook access privileges.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Library Card Number (last 7 digits) \_\_\_\_\_ Drivers License/ID Number \_\_\_\_\_

Parent/Guardian Signature if borrower is under age 18: \_\_\_\_\_ Date \_\_\_\_\_  
Library Card Number (last 7 digits) \_\_\_\_\_ Drivers License ID/ Number \_\_\_\_\_

Approved by Board of Library Trustees 09/25/2012