



Chromebook Lending Agreement

When borrowing a Chromebook from the Library I understand and agree to the following:

1. I am responsible for the Chromebook as long as it is checked out to me.
2. I will not loan the Chromebook to anyone else.
3. I will not tamper with the Chromebook hardware or software.
4. I will immediately report any loss, damage, or malfunction of the Chromebook or its accessories to library staff (e-mail reference@clarklibrary.org or call 732-388-5999).
5. I agree to pay overdue fines if I return the Chromebook after the due date (fines are \$10.00 per day).
6. I agree to pay all costs associated with the damage to, tampering with, or theft of the Chromebook while it is checked out to me. I agree to pay a \$350.00 Chromebook replacement fee and/or a \$30.00 Chromebook charger fee.

By signing below, I certify that I have read, understand, and accept all of the terms and conditions stated above.

Signature: _____

Date: _____

STAFF: PLEASE FILL IN THE FOLLOWING INFORMATION:

Patron Name: _____

Patron Barcode: _____

Today's Date: _____

Chromebook # and Barcode: _____

Note: Before you check out the item, please be sure to check if all parts are present. Item consists of 3 items: Chromebook, case, and charger. All parts present? Yes ___ No ___

WHEN CHROMEBOOK IS RETURNED:

1. Check for 3 pieces: Chromebook, case, and charger. All parts present? Yes ___ No ___
2. (IMPORTANT) DATE RETURNED: _____
3. STAFF INITIALS _____



Chromebook Lending Policy

Availability:

There are currently ten Chromebooks available for checkout by Clark Public Library card holders.

Who can check out Chromebooks?

- The borrower must have a current Clark Public Library card with no outstanding fines.
- The borrower must be 18 years of age or older.
- The borrower must have read and agreed to the Chromebook Lending Policy in its entirety.
- Only one Chromebook per person can be checked out from the library at a time.
- Under no circumstances will a user be allowed to check out a Chromebook for another person.

How long can I keep a Chromebook?

- Chromebooks can be borrowed for 14 days (2 weeks). With one week renewal.
- One renewal is allowed for one week. If the Chromebook is on hold by another patron the item can't be renewed.
- Chromebooks must be returned in person to the circulation desk from where they originated. Do not return them using the book drop boxes.
- The borrower is responsible for any loss or damage to the device while in his/her possession.

What are the fines and fees for overdue, lost or damaged Chromebooks?

- Fines will apply to overdue Chromebooks.
- Items not returned will be considered lost, and a bill for replacement of Chromebook (\$350.00) and charger (\$30.00) will be issued.
- If the borrower modifies the Chromebook (i.e. jailbreaks the Chromebook) it voids the warranty and he/she will be charged the replacement cost of the Chromebook.
- You can check your account via the [Library Catalog](#) for a due date reminder.
- A patron will need to complete a "Chromebook Borrowing Agreement" acknowledging financial responsibility for lost or damaged equipment.

Regulations of Use

- The Chromebook must be returned in the same condition as when it was borrowed.
- Users may not add or remove apps, download any programs, or change the configuration of the Chromebook in any way.
- Borrowers are required to report any problems experienced with the Chromebook during their borrowing period. The working condition of the Chromebook will be assessed before checkout and upon its return.
- A patron will need to complete a "Chromebook Borrowing Agreement" acknowledging financial responsibility for lost or damaged equipment.
- The Clark Public Library reserves the right to refuse service to anyone who abuses the equipment or is repeatedly late in returning the Chromebook.