

The Lincoln Heritage Public Library Chromebook Lending Agreement

Guidelines for Borrowing and Use Outside of the Library

- Patrons must be **18 years of age or older** and must read, understand, and sign this agreement at the Circulation Desk in the presence of a library staff member **each time** a Chromebook is checked out.
- A **valid Lincoln Heritage Public Library account** AND a **valid photo ID** must be presented at the time of the checkout.
- Patrons must be in good standing with the library, with a **current address** on file, and **no fines above \$10.00**.
- A refundable deposit of **\$30.00** must be obtained before checkout. The deposit will be returned if there is no sign of damage or missing equipment.
- Chromebooks may be checked out for **one week with no renewals**.
- Chromebooks **MUST BE RETURNED TO A STAFF MEMBER AT THE CIRCULATION DESK, NOT** placed in the **outdoor book drop or to another library!** Devices returned in the book drop will result in a **\$10 automatic fine**.
- All Chromebooks have a tracking device that we will use if a Chromebook is not returned by the due date.
- Checkout is limited to **one per household**.
- Chromebooks should be kept in a **temperature-controlled environment; DO NOT leave them in your car**.

Fines and Liability

- The overdue fine for the Chromebook and its components is **\$15 per day until returned up to the total cost of the item (\$454)**.
- Patrons will be **charged \$10** if the Chromebook is **returned to the book drop OR to another library and the deposit fee will NOT be returned**.
- **The patron is responsible for costs associated with loss, theft, or damage of the Chromebook and/or peripherals.**
- Abuse or recurrent late returns of the Chromebook will result in a **permanent loss of borrowing privileges**.
- If the Chromebook is deemed lost, the patron will be charged the \$454 replacement cost.

<u>Chromebook Replacement Costs</u>	
Chromebook.....	\$400
Charger.....	\$14
Protective Case.....	\$40
Total Replacement Cost:	\$454

****NOTE TO PARENTS/GUARDIANS: INTERNET CONTENT FILTERING IS PROVIDED THROUGH THE Chromebook BUT LHPL IS NOT RESPONSIBLE FOR ANY INAPPROPRIATE VIEWING OR BROWSING. PARENTS/GUARDIANS ARE RESPONSIBLE FOR MONITORING WHAT THEIR CHILDREN ACCESS THROUGH THE Chromebook.**

I agree to abide by the Lincoln Heritage Public Library's Chromebook Lending Guidelines as stated above, and pay any overdue fines, \$15.00 per day until returned. I understand that if I return the Chromebook to a book drop, or to another library, I will be charged a \$10 automatic fine and will not receive my deposit back. I agree to pay full replacement costs should the Chromebook be lost, stolen, or damaged. I understand that abuse of the Chromebook lending program may result in the loss of my borrowing privileges at the Lincoln Heritage Public Library. I have read this entire document and my signature below indicates my agreement to the terms and conditions outlined above.

Library Card #: _____ I understand I am responsible for any and all content viewing: _____

Address: _____

Phone: _____ Email: _____ DLN: _____

Signature: _____ Date: _____

Print Name: _____ Date: _____

Staff Signature: _____