

# **Cook Memorial Library ChromeKit Lending Policy + Borrower Agreement**

## **General Use**

A limited number of ChromeKits (a Chromebook laptop and a paired WiFi hotspot) are available to borrow from the Cook Memorial Library. While this service is subject to availability, ChromeKits may be placed on hold if all are checked out.

A borrower must read and sign this form ("ChromeKit Lending Policy + Borrower Agreement") before being issued a ChromeKit. Failure to comply with this policy will result in loss of privileges and may lead to fees, fines, and/or legal action, up to and including referral to law enforcement.

## **Checkout Policy**

- Patron must be a La Grande resident cardholder age 18 or older. Patron account will have been active for a minimum of 6 months and shall be in good standing (no overdue items, unpaid fines/fees of more than \$5).
- Patron must present their active Cook Memorial Library card and a valid government-issued ID in order to borrow a ChromeKit.
- Under no circumstances may a patron use another person's Library card to borrow a ChromeKit.
- A ChromeKit may not be physically loaned to another individual.
- A ChromeKit may be borrowed for a one-week loan period and cannot be renewed.
- Patron will provide their own peripherals (headphones, mouse, printer, etc.)
- Patron may login to the Chromebook on a library-specific account in order to access pre-loaded apps (hoopla, Kanopy, Libby/OverDrive, Freeding, Freegal) or their own personal Google account or as a guest (limited access).
- Patron wishing to save files that they have created must save them to an external device or the cloud (Google Drive, Dropbox, etc.). Any documents saved on the Chromebook or Library Google account will be removed.
- Patron will not install any software or apps on the Chromebook.
- Patron will not alter, delete, or copy any software or apps loaded on the Chromebook or otherwise change its existing software or hardware configuration.
- A ChromeKit may not be used for any illegal purposes.
- Patron agrees to immediately report any hardware or software problems to a Library staff member.
- Wireless printing is available in the Library.
- When returning a ChromeKit, patron must physically hand the devices to a Library staff member. Patron cannot leave the kit on the Service Desk and walk away even if a staff member is present. A ChromeKit may not be returned in the book drop. A ChromeKit may not be returned to another library in the Sage Library Consortium.

## **Fines & Fees**

- Fees will be charged for ChromeKits that are returned late or via the Library book drop. Patron will incur a \$5 per day fine for an overdue ChromeKit. Patron will be assessed a \$25 fine if a ChromeKit is returned in the book drop.

- A ChromeKit is the responsibility of the patron; the patron is fiscally responsible for all costs associated with damage or theft of the Chromebook, Hotspot, and accessories due to neglect or abuse. Fees may be assessed after the time of check-in if damage is later discovered. If not returned within 7 days after the due date, the ChromeKit will be presumed lost. The patron's library privileges will be suspended and will be charged the full replacement cost plus a \$15.00 non-refundable processing fee. The patron may be subject to legal action, up to and including referral to law enforcement.

## **Replacement Costs**

- HP Chromebook 14-inch HD Laptop, Intel Celeron N4000, 4 GB RAM, 32 GB eMMC, Chrome (14a-na0020nr, Ceramic White) - \$270.00
- Coolpad Surf Mobil Hotspot & SIM card - \$170.00
- Computer Case - \$25.00
- Hotspot Case - \$10.00
- Power Adapter/Cords (2) - \$15.00 each
- Total: Up to \$505.00

**Cook Memorial Library  
ChromeKit Borrower Agreement**

***Terms of Loan and Statement of Liability***

<b>Terms of Loan</b>	<b>Borrower Initials</b>
<p>I acknowledge that the replacement value of this Chromebook is \$270.            I acknowledge that the replacement value of the Chromebook case is \$25.            I acknowledge that the replacement value of the Coolpad Surf hotspot is \$170.            I acknowledge that the replacement value of the hotspot case is \$10.            I acknowledge that the replacement value of each power adapter/cord is \$15.            I acknowledge that if I do not return these devices by their due, a fine of \$5 per day will be assessed.</p>	
<p>I understand that I will be the exclusive user of this ChromeKit during my checkout period and that I will not loan, sell, lease, or transfer the devices to anyone else or “hack” them in any manner.</p>	
<p>I understand that this ChromeKit must be returned to the library during regular business hours and physically handed to a staff member at the Service Desk for inspection upon check-in.</p>	
<p>I agree to be responsible for repair or replacement of any and all components that are damaged, lost, or stolen during my checkout period or if Library staff identifies any such damage upon my return of the ChromeKit.</p>	
<p>I understand that failure to comply with these Terms of Use may result in the Library taking all or any of the following actions: limitation on or revocation of Library borrowing privileges; legal action against me for reimbursement of all costs on an indemnity basis resulting from breach of terms; disclosure of such information to law enforcement to ensure safe return of city property.</p>	

By initialing above and signing below, I acknowledge that I have read the ChromeKit Lending Policy and accept the terms of the Borrower Agreement and Statement of Liability.

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Borrower signature

\_\_\_\_\_

Date

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Current Home or Mobile Phone