

Chromebook (# _____)

Item Barcode _____

Madison Heights Public Library Chromebook Lending Agreement

By signing this agreement, the patron borrowing the Chromebook device accepts full responsibility for the device while it is checked out and consents to understanding the following policy.

Patron checking out Chromebook:

- is 18 years of age or older.
- is a Madison Heights resident with a valid library card with the Madison Heights Public Library (or when devices are not in use by Madison Heights residents– from any TLN Member Library with a library card).
- will present a current driver's license, passport, state ID or military photo ID when borrowing the device.
- will be in good standing with the library, having no past due items or fines totaling more than \$5.00.
- will renew or return Chromebook unit on or before the due date or risk being billed to reactivate and or replace the device and all accessories.

Lending procedures and fine information are as follows:

- Chromebooks may be checked out for 7 days and may be renewed if there are no holds placed for the device. Madison Heights resident holds will be filled first, followed by TLN library card holders.
- Only one Madison Heights Public Library Chromebook can be checked out per household at a time.
- The device will be deactivated within 24 hours of the due date. If the device is deactivated, a reactivation fee of \$5.00 will be charged.
- **The patron's account will be charged \$300.00 to replace the device, accessories and case 3 days after the due date.**
- The patron is responsible for costs associated with loss or damage to the Chromebook or accessories: device: \$270, charger: \$10, case: \$20. Loss or damage will be determined by library staff upon check in of the device.
- The Chromebook shall be kept in a temperature-controlled environment and shall not get wet.
- Chromebooks are filtered in compliance with CIPA guidelines.
- The library is not liable or responsible for any damage to a patron's equipment that happens with use of the device.
- The library is not liable or responsible for damage to removable drives nor for files lost or corrupted for any reason.
- Library staff cannot troubleshoot technical issues related to the patron's equipment and cannot guarantee the device will work with all equipment.
- In addition to the signed agreement a list of these terms will be included with the device.

Additionally, the patron borrowing the device:

- agrees to not tamper with the Chromebook, its settings or configurations, accessories, or attach any equipment not designed for use with the Chromebook device.
- must adhere to the Madison Heights Public Library Internet Use Policy and all other applicable library policies while using a library Chromebook.
- understands the Chromebook should be kept in a temperature-controlled environment.
- accepts that the Library may use any appropriate means to collect the amount owed for fees, damage, loss, or theft of the Chromebook device and that the borrower's library record will be subject to collections after 45 days.

- Failure to abide by the Chromebook Lending Agreement will prevent a borrower from borrowing Chromebooks in the future.
- The Chromebook and all peripheral equipment must be returned in the same condition in which it was loaned. If the equipment is damaged, lost, or stolen while on loan, the borrower agrees to reimburse Madison Heights Public Library for the full replacement cost. The library does not accept replacement hardware or peripherals in lieu of payment.

My signature below indicates that I have read the above statement and that I agree to abide by these conditions of use when borrowing a Chromebook from the Madison Heights Public Library:

Patron name (printed): _____

Patron Signature: _____ Date: _____

FOR STAFF USE:

Patron Library Card Number: _____

Check-Out List:

- _____ Carrying Case
- _____ Device
- _____ Charger
- _____ Instruction card
- _____ Device is in working condition
- _____ Staff initials
- _____ Date

Check-In list:

- _____ Carrying Case
- _____ Device
- _____ Charger
- _____ Instruction card
- _____ Device is in working condition
- _____ Device has been sanitized
- _____ Staff initials
- _____ Date

NOTES:
