



## Chelsea Public Library Chromebook Loan Policy

Chelsea Public Library lends Chromebooks to members 18 and older for two weeks to meet the educational, cultural, technological, and recreational needs of the community. The Chromebook allows patrons to log into their personal Google account, or as a guest, to browse the internet when connected to a Wi-Fi signal. By signing the Chromebook Loan Agreement, you affirm that you understand and agree to the following terms:

- The loan period is for **two (2) weeks** on a first-come, first-served basis. Chromebooks may be renewed if there is no waitlist, please communicate with the library if renewal is needed.
- The Chromebook is considered overdue if not returned in full. This includes the Chromebook computer, power cord, and the case.
- Borrowers are financially responsible for any missing or damaged equipment.
- Library equipment shall not be used for any illegal activity.
- Borrowers are responsible for clearing the device of any personal information before returning to the library.
- The library will not reimburse borrowers for any purchases made on the device.
- Deliberately altering or modifying the configuration of Library-owned equipment is strictly prohibited.
- Staff will check the equipment and accessories to ensure proper working order when you borrow and return. Any damage will be noted, and patron will be contacted.
- To avoid any issues with future lending of electronic devices from the library, please contact the library if there is a concern about damage, loss, or if something unforeseen happens. We would like to work with you and support your needs!

## Chelsea Public Library Chromebook Loan Agreement

I have read the Chromebook Loan Policy. By signing below, I agree to the terms and conditions.

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Due Date: \_\_\_\_\_

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### STAFF USE ONLY - RETURN RECEIPT

Returned in good working order on (date): \_\_\_\_\_

Staff Signature: \_\_\_\_\_

If equipment is damaged or parts are missing, describe condition: