

# Chromebook Checkout Agreement

The Shawano County Library persistently works to update their services to best support their users and community. In working to provide technology access, the library board allows Chromebooks to circulate outside of the library. By checking out a Chromebook, users agree to the conditions in the Shawano County Library Chromebook Borrowing Agreement. A copy of the agreement is available on the library's website or will be printed by patron request.

The library has received funding from the federal Emergency Connectivity Fund (ECF) to purchase Chromebooks. Any ECF supported equipment and services can only be provided to patrons who declare they do not have access to the equipment or services sufficient to access the internet.

This agreement must be filled out for each checkout, regardless of previous checkouts. A digital signature will be accepted in replace of a physical signature.

## Rules of Use:

- \*Chromebooks are available for a maximum loan period of up to 14 calendar days.
- \*Chromebooks cannot be renewed.
- \*Chromebooks may be checked out by patrons 18 years of age and older who are current library cardholders in good standing.
- \*A Chromebook loaned will be checked out onto the eligible library cardholder's library account.
- \*Overdue fines will be charged for Chromebooks not returned by the due date in the amount of \$5.00 per day. A fee of \$25.00, in addition to any other accumulated fees/fines, will be charged if a Chromebook is returned in a book drop or anywhere except directly to library staff at the Circulation Desk.
- \*You will be held responsible for all applicable replacement costs and processing fees. The library will not accept replacement purchased by the patron. Replacement costs are: Chromebook \$350, Power cord \$22, Sleeve case, \$12.
- \*Failure to pay any amount owed will be considered an outstanding debt to Shawano County Library and will be added as a fine to your library card. In addition, failure to resolve this matter may result in legal action under WI statute 943.61 or local ordinance.

I understand that I am fully responsible for this borrowed technology and any accompanying accessories, and for its safe and timely return to staff at the library Circulation Desk from which it was borrowed. I understand that I am responsible for all applicable charges if the item(s) is damaged, lost or stolen, or accessories are missing or damaged or late fees or other fees are incurred. I understand I remain liable for any damage caused to this Chromebook and/or its accessories, even after initial check-in, until such time a thorough inspection can be performed by authorized staff. I have read, understand, and agree to the rules of use listed in this agreement and the guidelines. I agree to return the items by the due date noted.

\* Indicates required question

First Name\*

Your answer

Last Name\*

Your answer

Library Card Number\*

Your answer

Chromebook barcode number\*

To be entered by staff member.

Your answer

Policy Agreement\*

I agree that I am assuming responsibility for the Shawano County Library Chromebook that was checked out to me as described in the Shawano County Library Chromebook Borrowing Agreement Policy. If NO is selected, Chromebook will not be loaned out to patron.

Yes

No

Circulation Records Release\*

I agree to release required checkout information in the case of an ECF audit to audit personnel. If NO is selected, Chromebook will not be loaned out to patron.

Yes

No

Equipment Need\*

The equipment and services funded by the federal Emergency Connectivity Fund (ECF) can only be provided to patrons who declare they do not have access to the equipment or services sufficient to access the internet. By signing this statement, I declare I do not have access to such equipment or services. If NO is selected, Chromebook will not be loaned out to patron

Yes

No

I give permission for the staff member to type my digital signature and enter today's date below:

\*

Yes

No

Digital SIGNATURE\*

I have read and agree to the above policies and statements as listed.

Your answer

DATE\*

Date

Submit

Clear form