

DUE: \_\_\_\_\_

## Danbury Public Library Chromebook Lending Policy

The Danbury Public Library may loan a Chromebook to Danbury Library card holders ages 18 and above with Library cards in good standing (i.e. library card is not blocked due to unpaid fines or lost material) and permanent Danbury residence for 90 days. Device checkout is limited to one per household. The lending period is three weeks. Devices may not be renewed. Devices are available in the Technology Center from the time of opening until 30 minutes before the library closes. They may be reserved by placing a hold online or by calling the library. Devices will be held for three days. If the device is not picked up by the end of the third day, the hold will be cancelled and the device will move to the next person in line. The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning electronic devices. The Library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device.

- A patron must present their library card and a government-issued photo identification to the LTC Help Desk. At the time of check-out, the patron shall complete this Loan Agreement. Once a device is checked out to a patron, it becomes the responsibility of that patron.
- Any changes in condition or content while in the patron's care will be the patron's responsibility. The patron is responsible for damage, loss, or theft. Patrons should have a basic working knowledge of the device on checkout. If any technical problems are encountered, patrons should return the device immediately to the LTC Desk.
- It is recommended that devices are returned to the LTC desk at least 30 minutes before the library closes. Devices should never be returned in the book drop or to another library.
- Devices returned in the book drop will result in a \$10 fine. The device will be examined to ensure it has not been tampered with. If damage to the device is discovered by Library staff, these costs will be added to the patron's account.
- An overdue charge of \$10 per day up to the full replacement cost of \$150 will be charged for a device that is not returned. Damaged devices or parts will be charged at full replacement cost. Patrons are responsible for full replacement cost if the device or any parts are lost, stolen, damaged, or otherwise not returned. **If the borrower fails to pay the replacement cost for a lost device, they will be banned from the library. If devices are not returned in a timely manner, civil and criminal action will be taken. Three (3) late returns for any device checkout will result in being permanently banned from borrowing all devices.**

I understand and agree to these rules of use. By signing this agreement, I accept the above loan policy and am stating that I am responsible to return this equipment to Danbury Public Library in good working condition and free from damage.

Checkout: *Patron: Please fill out the following fields:*

Library Card Number \_\_\_\_\_

Print name \_\_\_\_\_

Email address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Phone number \_\_\_\_\_

*LTC Staff: Please check off to indicate that all pieces of equipment are present at time of check-out. Note device # and due date in upper right corner.*

Chromebook  Power cord  Patron ID copied

LTC Staff initial and date \_\_\_\_\_

Check-in:

*LTC Staff: Please check off to indicate that all pieces of equipment are present at time of check-in. Return to office for restoration.*

Chrombook  Power cord

LTC Staff initial and date \_\_\_\_\_