

## **Danbury Public Library Chromebook Lending Policy**

The Danbury Public Library has established a Chromebook lending program to offer a means to access the internet to patrons who may otherwise not enjoy home access. The program allows patrons to use the Chromebook to browse the internet for work, school, or entertainment purposes.

**A Wi-Fi connection and a valid Google account is required to use the Chromebook.** 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. Any use of the device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.

Chromebooks may be borrowed by Danbury Library card holders ages 18 and above with valid library cards in good standing (i.e. library card is not blocked due to unpaid fines or lost material). Checkout is limited to one per household at any given time. The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning electronic devices.

Chromebooks are available at the Main Info Services desk during library operating hours. 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. Devices may be renewed once provided there is no hold list. In order to borrow a Chromebook, the patron's Library card must be presented and the Main Info Services desk and the patron must complete an Electronic Device Agreement. Once a Chromebook is checked out to a patron, it becomes the responsibility of that patron per the Electronic Device Agreement.

Chromebooks may be borrowed for three weeks. They must be returned in person to the Main Info Services desk and never to another library or the book drop. Devices returned in the book drop will result in a \$10 fine. If damage to the device is discovered by Library staff, these costs will be added to the patron's account. The overdue cost for the item is \$10.00 per day up to the full cost of the item. If a Chromebook is not returned, the borrower will be charged a \$150 replacement cost. If devices are not returned in a timely manner, civil and criminal action will be taken. If the borrower fails to pay the replacement cost for a lost Chromebooks, they will be banned from the library.

Three (3) late returns for any device checkout will result in being permanently banned from borrowing all devices.