



Chromebook Lending Policy and Agreement

Guidelines for Borrowing and Use

- Patrons 9 years of age and older may borrow a Chromebook for up to 2 hours to use **within the library**.
- A lending agreement must be signed by all first-time users. Repeat users need not sign another agreement. Staff will note on the borrower's record that an agreement is on file.
- Chromebook users 9-13 years of age will be required to submit a lending agreement signed by a parent or guardian assuming full financial responsibility for the cost of repair or replacement due to damage or loss. Should the parent/guardian wish to revoke permission for their child to check out Chromebooks, they must inform library staff.
- Chromebooks will be circulated on a first-come, first-served basis. Holds cannot be placed on the Chromebooks. No renewals are allowed.
- A valid Monterey Park Bruggemeyer Library card must be presented at the time of checkout. Borrowers must be in good standing, with a current address on file and outstanding fines of less than \$5.00.
- Chromebooks must be returned to the desk where they were checked out.
- Chromebooks must be returned at least 30 minutes before the library closes.
- Users must be courteous when using Chromebooks and conform to the Library's Conduct Policy.
- Chromebook use must conform to the Library's Internet Policy.
- Parents are responsible for their child's internet use.
- Library staff may terminate a session if Chromebooks are used inappropriately.

Fines and Liability

- The overdue fine is \$5.00 per hour or portion thereof.
- The borrower is responsible for costs associated with damage or loss of Chromebooks. The replacement cost for a Chromebook is \$500.

I agree:

- To abide by the lending guidelines as stated above.
- To pay an overdue fine as stated above if returned late.
- To pay full repair and/or replacement costs should the Chromebook be stolen, lost, not returned or damaged.

Name: _____

Signature: _____ Date: _____

Library Card Number: _____

Please complete if authorizing use for a child 9-13 years of age:

Child's Name: _____ Child's Age: _____

Child's Library Card Number: _____