



SPOTSWOOD PUBLIC LIBRARY

548 Main Street

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www.spotslibrary.org

To read. To learn. To discover.

SPOTSWOOD PUBLIC LIBRARY CHROMEBOOK POLICY

Spotswood Public Library is now offering Chromebooks for checkout for in-library use. Chromebooks are a new type of computer: lightweight and fast, with security built-in to protect against viruses or malware, and one click away from a world of apps and the web. It's a faster, simpler, more secure computer. **Once you log out, none of your personal data can be accessed by other users.**

Chromebooks run web apps which allow you to create and share documents, edit photos, listen to music, and much more. Visit the Chromebook website (www.google.com/chromebook/) for more information on how to get the most out of a Chromebook.

Customers may check out a Chromebook at the Circulation Desk on a first-come, first-served basis by leaving their library card and photo ID. A **valid Spotswood Library card**, current and in good standing, **as well as a photo ID such as a Drivers' License**, is required from anyone over the age of 17 each time a Chromebook is checked out.

Borrowers must be 12 years or older. Due to the high cost of these items, a customer may check out a Chromebook only on his or her own library card and must keep the Chromebook with him or her at all times.

The loan period for a Chromebook is **two (2) hours**; checkout is limited to one time per day per borrower. Time extensions are not available on the Chromebooks. No reserve requests may be made.

Each Chromebook is checked out with a power cord and laptop sleeve which must be returned at the same time as the Chromebook. If the borrower requests it, a mouse may also be checked out.

All equipment must be returned in the same condition as when it was borrowed. Users may not add or remove apps, download any programs, or change the configuration of the Chromebook in any way.

Chromebooks may only be used inside the Library and must be returned after 2 hours or sooner. Also, they must be returned at least one half hour before the Library closes.

Users agree to report immediately any hardware or software problems to the library staff. Please keep the Chromebook with you at all times. The borrower will be held responsible for any loss, damage, or theft. Intentional damage, as determined by library staff, will subject the borrower to a charge. This charge will consist of the cost to repair or replace the device whichever is less plus a \$50 administrative fee. Failure to return a Chromebook will result in a replacement fee of \$250 plus a \$50 administrative fee. Abuse of the loan policy, as determined by staff, may result in suspension of borrowing privileges. **The replacement fee for a lost, stolen, or damaged Chromebook is \$300.00.**

When accessing sites which emit sound, a customer must wear headphones or ear buds.

Users agree to not display or download any graphic material that would be offensive to the general population of the library pursuant to our current Internet Use Policy (available at the circulation desk or on the library's website) and the Library Rules.

The Library is not responsible for any damage to the user's removable disks/drives or loss of data that may occur due to malfunctioning library hardware and/or software.

Prior to returning it, the borrower must sign out of any Google account they have signed into while using the Chromebook. This is a security measure to protect the borrower.

This policy was reviewed and approved by The Spotswood Library Board of Trustees at a regular meeting on September 20, 2018. Revised December 19, 2019.