

MANISTEE COUNTY LIBRARY LAPTOP LENDING AGREEMENT

Please read carefully and sign

Guidelines for Borrowing and Use

- Laptops may only be checked out and returned via appointment through curbside. Must be returned to the same location they were checked out from. **DO NOT RETURN THE LAPTOP IN THE BOOK DROP BOX.** If the laptop is returned to the book drop, you will be charged a \$10.00 fine. If it is returned a second time in the book drop, you may be blocked from checking out the laptop in the future.
- Borrowers must be at least 18 years of age, a local Branch resident, have a valid Library Card in good standing, (current address/phone on file and no outstanding fines or overdue materials). They must present a valid picture ID at checkout.
- Borrowers must read, understand, and sign the Laptop lending agreement at Curbside in the presence of a library staff member each time a Laptop is checked out.
- There is a 3 day checkout period for Laptops. They may not be renewed, may not be placed on HOLD and must be available to others for at least 1 week before the same household can check them out again. The laptops will be sanitized and quarantined for 96 hours before the next check out.

Borrowers, along with a library staff member, will verify that all accessories are present at the time of checkout and check-in (laptop and power cord).

Fines and Liability

- When the Laptop is 1 day past due (24 hours) there will be a \$10.00 fine added to your account.

An overdue fine of \$10.00 per day, up to the full replacement cost of \$250.00, will be charged for a laptop that is not returned. Patrons are responsible for full replacement cost if the laptop or any parts are lost, stolen, damaged, or otherwise not returned in a usable condition. The complete replacement cost for the laptop is \$250.00. Individual accessory replacement fines are as follows: Power cord -\$25.00, Battery-\$30.00, Mouse-\$15.00, and Laptop Bag \$30.00

Proper Care and Use

- As with any electronic device, do not leave the laptop in a hot vehicle for an extended period of time.
- **Do not remove any components for any reason.**

Do not leave the laptop plugged in. Once it is fully charged, unplug it and let the battery run down before charging again.

Disclaimer:

- The Library is not responsible for information accessed using this laptop for personal information that is shared over the internet.
- Information sent to or from the laptop can be captured by anyone else with a wireless device and appropriate software.
- Laptop users are encouraged to follow safe Internet practices.
- Tampering with library equipment, including bypassing security functions is prohibited.
- Patrons must abide by the Manistee County Library Internet Policy. Policy available at all locations.

LAPTOP LENDING AGREEMENT

I agree:

- To abide by the Manistee County Library's Lending Guidelines as stated above.
- To abide by the Manistee County Library's Internet Policy and Guidelines.

Patron name (printed) _____

Driver's License Number _____

Signature _____ Date _____

CHECKLIST

Staff: In front of patron verify all items are included at checkout. When item is returned, use this form and check off items in front of patron.

| ITEM | CHECKED OUT | ITEM | RETURNED |
|---------------|--------------------|---------------|-----------------|
| Laptop | | Laptop | |
| Power Cord | | Power Cord | |
| Battery | | Battery | |
| Mouse | | Mouse | |
| Laptop Bag | | Laptop Bag | |
| | | | |
| | | | |
| | | | |
| Staff Initial | Patron Initial | Staff Initial | Patron Initial |

CHROMEBOOK AGREEMENT

I. Process for checking out a Chromebook:

1. An Adult whose account is in good standing may check out a Chromebook.
2. When checking out the Chromebook, make sure the device turns on, everything is inside the case and nothing is damaged. The case should contain:

- Device
- Power Cord

3. Make a copy of the signed Chromebook Policy. Keep the original and place the copy inside the case.

II. Chromebook Policy & Agreement

Rules:

1. Chromebooks can only be checked out by patrons 18 years of age or older who have a Houghton Lake Public Library account with no overdues or unpaid fines.
2. Chromebooks may be checked out one per household for 7 days.
3. Chromebooks must be kept in a temperature-controlled environment. Do not leave in a car.
4. Chromebooks must be returned to a staff member at the circulation desk. Do Not return in the dropbox.
5. Chromebooks should be returned fully charged and powered off.
7. If a Chromebook is more than 14 days overdue the patron will be charged for a replacement kit.
8. The patron is responsible for costs associated with loss or damage of the Chromebook and peripherals.

- Chromebook unit with power cord - \$280.
 - Case - \$20
-

I have read this entire document and my signature below indicates my agreement with the above statements.

I agree that the Chromebook is in working order upon checkout.

Checkout Date _____ Staff _____

Patron Print
Name: _____ Signature _____

CB Number _____ Due Date: _____

Returned Date: _____ Staff _____

Briggs District Library
St. Johns, Michigan

Acceptable Use of Technology: Laptops

Date: Adopted April 26, 2018

The Briggs District Library makes laptop computers available to patrons. Patrons wishing to checkout a laptop will be asked to sign a User Agreement that will be kept on file.

- Laptops may only be checked out to patrons who are 18 years of age or older whose library card is in good standing.
- Users under the age of 18 are required to have a parent's signature on the User Agreement before given access to a laptop.
- Laptops are available on a first-come, first-served basis, and are not available to reserve ahead of time.
- Laptops are for in-library use only. Removal of a laptop from the library building will be considered theft.
- Laptops circulate for 1 hour, and can be renewed as long as there are no patrons waiting to use a device. If all laptops are being used, library staff will implement a waiting list.
- A patron may only have one device checked out at a time.
- Laptops must be returned in person. All laptops must be returned at least 15 minutes before the library closes.
- Patrons must not leave the laptop unattended at any time.
- Patrons are financially liable for the loss or damage to the laptop.
- Any files saved to the laptop will be lost upon rebooting. Your work must be saved externally before turning off or returning the computer. The library is not responsible for lost files.
- Patrons are advised to wait until the condition of the laptop is verified by a library staff member.
- No additional software may be downloaded or installed on the laptops. No changes are to be made to their system configurations.
- Any loss or damage of the laptops must be reported immediately. Patrons must not attempt to troubleshoot problems on the laptops.
- Patrons will be assessed a \$5.00 fee for laptops that are left unattended or not returned to the circulation desk.

Briggs District Library
LAPTOP USER AGREEMENT

1. I have read the Acceptable Use of Technology: Laptop Policy.
2. I have signed the Briggs District Library Internet User Registration Form.
3. I will not leave the laptop unattended.
4. I accept full responsibility for the laptop and accessories, and understand that I am financially responsible for repairing or replacing the laptop and/or its accessories if they are lost, stolen, or damaged while checked out in my name.
5. I understand that leaving the library with the laptop constitutes theft.
6. I will not add, delete, or alter computer hardware, software, or settings.

PATRON INFORMATION:

Date: _____

Name (Please print): _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Signature: _____

FOR USE BY ADULTS REGISTERING A MINOR CHILD:

I have read and understand the terms of this agreement. I understand that I am financially responsible for repairing or replacing the laptop and/or its accessories if they are lost, stolen, damaged while checked out in my child's name.

Name (Please print): _____

Signature: _____

Tablet Policy DRAFT

Tablet Rules

- Limit one tablet per patron card.
- May only be checked out by adult patrons whose accounts are in good standing.
- May only be checked out for 14 days, non-renewable.
- Overdue tablets will be accessed at a rate of \$2.00 per day.
- Must be **returned inside the Library** directly to a Library staff member.
- Patrons are responsible for all equipment and accessories. If a tablet or accessory is returned damaged or is missing, the patron will be billed for the replacement cost of the item and a \$10 processing fee. Only Library staff may determine if damage is the result of normal wear and tear.
- Patrons are strongly encouraged to inspect and test the tablet at the time of checkout, and point out any problems to library staff. Once the tablet is checked out, the patron is solely responsible for any damage or missing parts.
- Patrons should report any problems they experience while using the tablet to staff.
- Patrons should not attempt to repair, adjust or alter the tablet in any way.
- The replacement cost for any damaged or lost items are as follows:
 - HD Fire Tablet \$100
 - Case: \$28
 - Adapter: \$10.00
 - Cord: \$10.00

Statement of Understanding

My signature below affirms that I have read, understand and will comply with this policy and will be financially responsible for the tablet checked out to me.

Today's Date _____

Patron Print Name _____ Signature _____

Patron Barcode _____ Tablet Number _____

Due Date _____ Late Fee is \$2.00 per day

WDL Staff Signature _____

BALDWIN PUBLIC LIBRARY

Internet To Go Kit USER AGREEMENT

PURPOSE

The Baldwin Public Library's mission is to help patrons learn, connect, and discover. The *Internet To Go Kit* gives borrowers the ability to:

- Access the internet outside the Library
- Access electronic materials, research databases, and Library services while the Library is closed.
- Use the internet for an extended period of time while the Library has limited in-person services due to the COVID-19 virus.

ELIGIBILITY FOR USE OF THE INTERNET TO GO KIT

The Borrower must:

- be 18 years of age or older
- present a valid picture ID with birth date

Prior to checking out the *Internet To Go Kit*, borrowers must complete the Internet To Go Kit User Agreement Form and verify his/her identity with a valid photo ID.

RULES OF USE

Patrons who check out the *Internet To Go Kit* are responsible for all materials associated with the kit loan and will pay for any damages if it is lost, damaged, or stolen. These materials include:

- Chromebook (value: \$450.00)
- Chromebook Charger (value: \$16.00)
- Wi-Fi Hotspot (value: \$84.00)
- Wi-Fi Hotspot Battery (value: \$16.00)
- Carrying case (value: \$186.00)
- Mouse (value: \$12.00)

The *Internet To Go Kit* must returned to the Circulation Desk in the Library.

Patrons may place *Internet To Go Kits* on hold and checkout is limited to one per household at any given time. Kits may be renewed if no other patrons are on hold for the kit.

Patrons who check out the kit must agree to follow the rules outlined in the Baldwin Public Library *Electronic Device, Network, and Internet Use Policy*. The Library reserves the right to deny the use of electronic devices to any borrower who does not adhere to Baldwin Public Library policies and procedures. 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.

The Library is not responsible for any liability, damages, or expense resulting from the use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device. The Library is not responsible for downloaded content on the device. Borrowers are responsible for removing any personally identifying information, files, or downloads from the device before returning the kit to the Library.

FINES/CHARGES

Internet To Go Kits have a one week loan period. All fines and charges will be attached to the borrower's record and may result in the following fees:

- Late return fee: \$10.00 per day, up to the full cost of the kit
- Replacement costs for lost, stolen, or unreturned *Internet To Go Kit*: up to \$764.00

- Damage charges will be assessed based on the actual repair cost

Borrowers are responsible for the safe-keeping and return of this kit to the Library in good working order, and assume liability for the equipment while it is in their care. Borrowers are responsible for damaged and/or missing pieces of the lent items.

Electronic devices must be kept in a temperature-controlled environment (not left in vehicles or structures in extreme temperatures).

Deliberately altering any files, or modifying the configuration of Library-owned equipment is strictly prohibited.

The Library does its best to provide clean, secure, and fully functional equipment, but is not responsible for charging the device or unforeseen hardware or software failure, data loss or interruption of service during use. Library staff will make every effort to document any existing damage, however if a borrower discovers any pre-existing damage to electronic devices checked out, the borrower should notify Library staff as soon as possible. Failure to notify the Library of existing damage limits the borrower's ability to dispute charges for a damaged device or equipment.

3.7 WiFi Hotspot Lending Policy

Purpose

The Traverse Area District Library loans Wi-Fi hotspots and laptops for the purpose of providing patrons the ability to connect Wi-Fi enabled devices to the internet and home computing. Hotspots provide Internet access to smartphones, tablets, and other wireless enabled devices through the cellular network. Service is dependent on the availability of the various cellular networks where the hotspot is being used. There are no data plan limits. Laptops provide computing capabilities.

Guidelines for Borrowing and Use

- You must be 18 years of age or older to borrow a Wi-Fi hotspot or laptop.
- A valid Library Card in good standing with a current address on file, and photo identification must be presented at the time of checkout.
- You are limited to one (1) hotspot and one (1) laptop per account.
- Items can be checked out for one week.
- If you have placed a hold for a hotspot or laptop, after notification that the item is available, you will have 2 days (48 hours) to check out the item before your hold will be cancelled.
- You may renew Wi-Fi hotspot or laptop pursuant to library lending policies; however, they must be returned on their due date.
- Overdue hotspots will be deactivated at least within 4 days of their due date.
- Mobile hotspot and laptops should be kept in a temperature-controlled environment; do not leave it in a car.
- Do not remove the SIM card from the hotspot for any reason.
- 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 the device.
- Any use of a 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.
- The Library is not responsible for information accessed using this device or for personal information that is shared over the Internet.
- Users are encouraged to follow safe Internet practices.
- The Library is not responsible for any computer viruses that may be transferred to user storage devices.
- Tampering with library equipment, including bypassing security functions, is prohibited.
- Except as stated below, you must be 18 years of age or older.
- Internet content filtering is NOT provided through the wireless hotspot. In the event a person under the age of 18 utilizes the wireless hotspot, a parent or guardian shall be present and monitor the individual's access to the internet via the wireless hotspot.
- Per the Federal Funding that obtained the laptops as required by Children's Internet Protect Act (CIPA), the laptops are filtered. Library personnel may disable the blocking or filtering measure during use by an adult to enable access for bona fide research or other lawful purposes consistent with CIPA and state law.
- Upon return of a laptop all files created by the user will be deleted.
- Each laptop device is configured with a specific operating system and suite of applications. No additional software may be installed or downloaded.

Fines and Liability

- The cost for unreturned items is \$5/day, up to a maximum of replacement cost.
- Replacement costs will be assessed for any lost or unreturned devices, charging cable and/or carrying case.
- All components of the hotspot kit and laptop must be returned in order to be considered fully checked-in from your library account.
- The Library reserves the right to refuse to lend a hotspot or laptop to anyone who abuses equipment or is repeatedly late in returning electronic devices.
- Items MUST be returned to the circulation desk, DO NOT put the hotspot kits or laptop in the book drop. If the item is returned in the book drop, a \$10 fee will be charged. If the item is returned in the book drop, and broken, a replacement cost fee will be charged. Items must be returned to the library location where the item was checked out, it cannot be returned to other libraries.
- Patrons with an overdue hotspot or laptop will be fined and referred to a collections agency pursuant to library policy.

Additional Hotspot and Laptop Requirements

- Hotspots work on the cellular network. If you do not have cellular coverage the hotspot will not connect.
- The hotspots are password protected.
- All hotspot kits and laptops contain a member agreement with the loan information and fines & fees.
- By checking out a hotspot, you will be deemed to have accepted the terms and conditions of this Policy as well as the member agreement.
- By checking out a laptop, you will be deemed to have accepted the terms and conditions of this Policy, the member agreement, and TADL's Internet and Acceptable Use Policy, Policy 4.8.

MANISTEE COUNTY LIBRARY LAPTOP LENDING AGREEMENT

Please read carefully and sign

Guidelines for Borrowing and Use

- Laptops may only be checked out and returned via appointment through curbside. Must be returned to the same location they were checked out from. **DO NOT RETURN THE LAPTOP IN THE BOOK DROP BOX.** If the laptop is returned to the book drop, you will be charged a \$10.00 fine. If it is returned a second time in the book drop, you may be blocked from checking out the laptop in the future.
- Borrowers must be at least 18 years of age, a local Branch resident, have a valid Library Card in good standing, (current address/phone on file and no outstanding fines or overdue materials). They must present a valid picture ID at checkout.
- Borrowers must read, understand, and sign the Laptop lending agreement at Curbside in the presence of a library staff member each time a Laptop is checked out.
- There is a 3 day checkout period for Laptops. They may not be renewed, may not be placed on HOLD and must be available to others for at least 1 week before the same household can check them out again. The laptops will be sanitized and quarantined for 96 hours before the next check out.

Borrowers, along with a library staff member, will verify that all accessories are present at the time of checkout and check-in (laptop and power cord).

Fines and Liability

- When the Laptop is 1 day past due (24 hours) there will be a \$10.00 fine added to your account. An overdue fine of \$10.00 per day, up to the full replacement cost of \$250.00, will be charged for a laptop that is not returned. Patrons are responsible for full replacement cost if the laptop or any parts are lost, stolen, damaged, or otherwise not returned in a usable condition. The complete replacement cost for the laptop is \$250.00. Individual accessory replacement fines are as follows: Power cord -\$25.00, Battery-\$30.00, Mouse-\$15.00, and Laptop Bag \$30.00

Proper Care and Use

- As with any electronic device, do not leave the laptop in a hot vehicle for an extended period of time.
- **Do not remove any components for any reason.**

Do not leave the laptop plugged in. Once it is fully charged, unplug it and let the battery run down before charging again.

Disclaimer:

- The Library is not responsible for information accessed using this laptop for personal information that is shared over the internet.
- Information sent to or from the laptop can be captured by anyone else with a wireless device and appropriate software.
- Laptop users are encouraged to follow safe Internet practices.
- Tampering with library equipment, including bypassing security functions is prohibited.
- Patrons must abide by the Manistee County Library Internet Policy. Policy available at all locations.

LAPTOP LENDING AGREEMENT

I agree:

- To abide by the Manistee County Library’s Lending Guidelines as stated above.
- To abide by the Manistee County Library’s Internet Policy and Guidelines.

Patron name (printed) _____

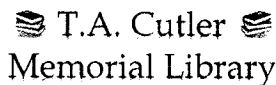
Driver’s License Number _____

Signature _____ Date _____

CHECKLIST

Staff: In front of patron verify all items are included at checkout. When item is returned, use this form and check off items in front of patron.

| ITEM | CHECKED OUT | ITEM | RETURNED |
|---------------|----------------|---------------|----------------|
| Laptop | | Laptop | |
| Power Cord | | Power Cord | |
| Battery | | Battery | |
| Mouse | | Mouse | |
| Laptop Bag | | Laptop Bag | |
| | | | |
| | | | |
| | | | |
| Staff Initial | Patron Initial | Staff Initial | Patron Initial |



312 Michigan Avenue 989-681-5141
Saint Louis, Michigan Cutler.library@live.com
<https://tacml.agverse.com>

Theodore Austin Cutler Memorial Library

Lending Guidelines

CARES Laptops

Guidelines for Borrowing and Use

- Borrowers must be 18 years or older and have an active T.A. Cutler Memorial Library account in good standing.
- ***A valid Government issued ID with picture and current address must be presented at checkout along with a library card. The address on the ID and in the library records must match.***
- Borrowers must understand and sign the accompanying agreement in the presence of library staff before a Laptop can be checked out. Once signed, the agreement is kept on file for future checkouts.
- Laptops must be returned to a staff member at the T.A. Cutler Memorial Library circulation counter at least 5-minutes before the library closes.
- Laptops are for in-library use only. Removal of a Laptop from the Library building will be considered theft.
- Laptops must not be left unattended at any time.

Checkout Limits

- Laptops are available on a first come, first served basis. They may not be reserved.
- Laptops circulate for a limited time period. As of 01/19/2021, this is 1 hour with no extension.
- A patron may have only one device checked out at a time.
- Patrons are limited to one laptop checkout per day.

Fines and Liability

- The Borrower is solely responsible for the Laptop from the time they check it out until returned to a staff member.
- The Borrower is financially liable for the loss of or damage to the Laptop. Do not leave the Laptop unattended at any time.
- The Borrower is advised upon returning the Laptop to wait until the condition of the Laptop is verified by a library staff member before leaving.
- The Borrower will be assessed a \$5 fee if the Laptop is left unattended or not returned to the circulation desk.

Care and Operation

- The Laptop may only be used and operated in compliance with T.A. Cutler Memorial Library policies and manufacturer's guidelines.
- The Borrower shall not make any modifications or alterations to the Laptop. If the Borrower experiences technical difficulties, return the device to the circulation counter and request assistance. Do not attempt to troubleshoot or repair the device.

- Do not download or install additional software to the Laptop.
- Do not use the Laptop in a manner that will result in overheating: do not set it on upholstered surfaces; do not position it so the vents are obstructed, etc.
- Any files saved to the Laptop will be lost upon rebooting. The Borrower is advised to save their files to an external device, not the hard drive. The library is not responsible for lost files.

Disclaimer

- The T.A. Cutler Memorial Library is not responsible for information accessed using this device or for personal information that is shared over the Internet.
- The T.A. Cutler Memorial Library is not responsible for loss of data while using this equipment.
- Laptop users are encouraged to practice safe Internet practices.
- The Library is not responsible for any computer viruses or other malware that the Borrower may transfer to a peripheral device they connect to the Laptop, including tablets, phones or flash drives. The Borrower accepts all risks associated with the use of the Laptop.
- Tampering with library equipment, including bypassing security functions, is prohibited.
- The Borrower must abide by the T.A. Cutler Memorial Library Internet Policy (available upon request) and all State and federal laws (including, but not limited to, laws regarding pornography and hacking) when using the Laptop.
- The Borrower is responsible for removing or confirming removal of any personally identifying information, files, or downloads from the device before returning the device to a staff member.

Portage Lake District Library

Chromebooks for In-Library Use Checkout Policy and User Agreement

The library has a dozen Chromebooks available for patrons to checkout for in-library use only. To reserve use of the Chromebooks, the patron must be a library card holder in good standing.

1. Patrons are financially responsible for the Chromebooks that they use in the library. When patrons sign for equipment they acknowledge that it is fully functioning, undamaged, and that all parts are included. If a patron does not inspect equipment at time of checkout they are responsible for all missing or damaged parts upon return.
2. Patrons are expected to return Chromebooks directly to a library staff member at the in the same condition in which it was received immediately following their checkout. Staff will inspect the Chromebooks carefully and call to your attention any suspected damage or missing parts. You must be present when equipment is returned.
3. In the event of damage library staff will determine if damage is the result of normal wear and tear. Do not attempt repairs, adjustments or alterations of any kind.
4. It is the responsibility of the patron to bring to the attention of staff any loss or possible damage to equipment that happens during the course of your equipment rental.
5. Only the library will make purchases of replacement equipment or parts.
6. If one or more Chromebooks are lost or damaged beyond repair patron will be responsible for replacement fees.

Chromebooks Agreement

My signature below indicates that I have read the Chromebooks for In-Library Use Policy and User Agreement, and that I agree to abide by these conditions of use when checking out the Chromebooks from the Portage Lake District Library.

- I will not tamper with the Chromebook, accessories, and digital material, attempt to load additional digital material, or attach any equipment not designed for use with the Chromebooks.
- I accept full financial liability for the Chromebooks and accessories, while in my possession.
- I agree to return the Chromebooks to a staff person when my loan period is over.
- I agree to pay all costs associated with damage to, loss of, or theft of individual Chromebooks (\$230) while they are on loan to me.
- I agree that failure to comply with any of these rules and guidelines will result in the loss of the privilege of borrowing Chromebooks.

Name: _____

Address: _____

Signature: _____

Library Card #: _____

Date: _____

Number of Chromebooks Requested: _____

Staff Initials: _____



CHROMEBOOK CIRCULATION POLICY

Lending Agreement Guidelines for Borrowing and Use

- Patrons must be 18 years of age or older and must read, understand, and sign this agreement at the Circulation Desk in the presence of a Staff Member each time a Chromebook is checked out.
- Patrons must have an active library card in good standing, without overdues or unpaid fees.
- Patrons may only checkout one Chromebook per valid adult address.
- Chromebooks MUST be returned inside the Library.
- Chromebooks may be checked out for 7 days with no renewals.
- Patrons are responsible for Internet access performed by minors.
- The Chromebook uses a Chrome operating system only. Microsoft Office is not available on Chromebooks. Patrons may use Google Docs, Slides, and Sheets. There are conversion apps available to edit Microsoft Office products. To access Google programs, patrons MUST use a personal Google account.
- Patrons may browse the internet on the Chromebook as a guest.
- Patrons must not alter or delete any settings or configurations. Doing so will result in loss of borrowing privileges.
- Patrons must adhere to the Internet Use Policy and all other applicable library policies while using Chromebooks.

Fees and Liability

- The Chromebook should be kept in a temperature controlled environment.
- Do NOT leave it in your car.
- The patron is responsible for costs associated with loss or damage of the Chromebook and/or peripherals. The replacement cost for a Chromebook is \$249.00. The replacement cost for a case is \$. Full replacement cost is \$.
- A Chromebook that is overdue by 7 days will result in the patron being charged the full cost of replacement.

Disclaimers

- The library is not responsible for information accessed while using this device, for personal information that is shared over the internet, for data loss resulting from use of the device, or for any computer viruses that may be transferred to user storage devices.
- CDL reserves the right to refuse borrowing privileges to anyone who abuses the equipment or is repeatedly late in returning the Chromebook.

I agree to:

- Abide by Cass District Library's Chromebook Lending Agreement Guidelines as stated above.
- Pay full repair and/or replacement costs should the hotspot or any peripherals be stolen, lost, not returned or damaged.

Patron Name

Barcode

Signature

Date

Staff Initials _____

Chromebook Computer Lending Policy/Borrower Agreement

The Leland Township Public Library offers Chromebook laptop computers for checkout.

Eligibility:

To be eligible to check out a mobile device from the Leland Township Public Library, a user must:

1. Be a library card holder in good standing with no outstanding charges and have a current account
2. Be at least 18 years of age or if under 18 have written or verbal permission from parent or guardian.
3. Read, understand and sign the Chromebook Lending Borrower Agreement

Borrower Agreement:

Prior to borrowing a Chromebook computer, the patron will be asked to sign an agreement acknowledging responsibility for the device once it has been checked out to them, and that they will be financially responsible for any damage/loss/theft of the device that occurs during their loan period. The document will also state that they will not alter the device in any way, including (but not limited to): deleting content from the device, altering the settings of the device, adding programs and other non-library materials to the device, or placing stickers or markings on the device, etc. Damage to Chromebook computers will be assessed by Library staff, who will have the authority to assess damages.

Patrons will use the device as intended, and will limit their use to the preinstalled programs and files.

Rules for use:

1. Patron is expected to read, understand and sign the Chromebook Borrowing Agreement
2. Chromebook computers may be taken out of the Library for a period of 7 days with up to two renewals with no prior holds pending
3. If the Chromebook computer is lost or damaged, charges to the patron's account will be assessed accordingly
4. Software or applications may not be downloaded or deleted
5. Copyright restrictions prevent the copying of programs from the laptop to personal computer
6. Users agree to immediately report any hardware or software problems to the Library staff
7. Wireless printing is available in the Library

8. Copyright restrictions prevent the copying of programs from the laptop to personal computer
9. Users agree to immediately report any hardware or software problems to the Library staff
10. Wireless printing is available in the Library

Returning Mobile Devices:

1. Chromebook computers can only be returned to the Circulation Desk during normal Library open hours, they cannot be deposited into the afterhours book drop
2. If the Chromebook computer is not returned, a fee will be charged to the patron's account and the computer will be disabled remotely

**LELAND TOWNSHIP PUBLIC LIBRARY
CHROMEBOOK COMPUTER BORROWING AGREEMENT**

Terms of Loan and Statement of Liability

| | |
|--|------------------------------|
| Chromebook | Borrower Initials |
| DUE DATE: | |
| I acknowledge that the replacement value of this Chromebook is \$300. I acknowledge that the replacement value of electric cord or plug is \$30. I acknowledge that the replacement value of the case is \$50.00. | |
| I acknowledge that if the Chromebook computer is not returned it will be remotely disabled making it non-functional. | |
| I understand that I will be the exclusive user of the laptop during my checkout period and that I will not loan, sell, lease, transfer to anyone else, or "hack" it in any manner. | |
| I understand that this item must be returned to the location where it was originally checked out and given to a staff member at the library circulation desk. | |
| I agree to be responsible for repair or replacement of any and all parts that are damaged, lost, or stolen during my checkout period, or if Library staff identifies any such damage during inspection upon my return of the laptop. | |

By initialing above and signing below, I acknowledge that I have read the Chromebook Computer Lending Policy and understand the policies of the Leland Township Public Library.

Borrower Name (print) date Borrower signature

Current Cell or Home Phone #

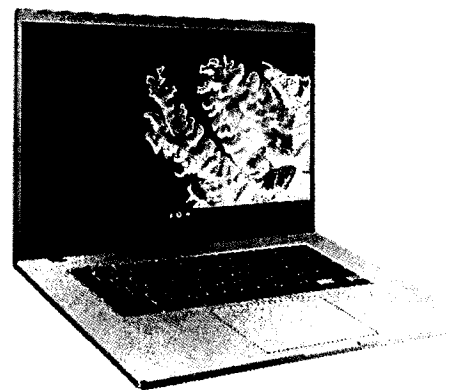
Name of parent or guardian (for patrons under 18)

Check out a Chromebook Kit

ELPL patrons can now check out a Chromebook laptop plus a T-Mobile WiFi HotSpot. Everything you need to access the internet, even if you don't have a device or internet connection at home.

Checking out a Chromebook Kit

Chromebook Kits can only be checked out by patrons 18 years and older. Holds can be placed on Chromebook Kits via the library's online catalog. Patrons, 18 and older, will be asked to sign a user agreement before checking out a kit, indicating they would abide by the Library's Chromebook Kit Guidelines, and to accept responsibility for replacement costs of lost or damaged equipment and/or accessories. Chromebook Kits will check out for 7 days. One, 7-day renewal is allowed if there are no holds on the kit. When a patron's requested kit is available library staff will notify the patron by email or notice. Patrons are asked to not return Chromebook Kits to the drive up book drop but to instead return the kit to return bin by the 24/7 Lockers so as not to damage the device and its accessories.



Chromebook Kit Guidelines

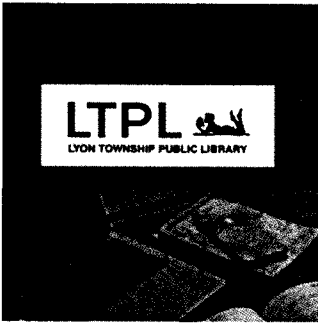
- Chromebook Kits will check out for 7 days. One, 7-day renewal is allowed if there are no holds on the kit.
- Holds may be placed on Chromebook Kits.
- Patrons are asked to not return Chromebook Kits to the drive up book drop but to instead return the kit to return bin by the 24/7 Lockers so as not to damage the device and its accessories.
- Chromebook Kits circulate with a carrying bag, a T-Mobile WiFi HotSpot, a Samsung Chromebook 4, and two charging cords. All items must be returned together.
- Patrons must be 18 years of age or older, present a photo I.D., and have a valid library card in good standing to check out a Chromebook Kit.
- Patron signing the Chromebook User Agreement form is responsible for any damage to the reader and/or its accessories.

Chromebook Kit User Agreement

Please read the following conditions and rules carefully: The East Lansing Public Library provides Chromebook Kits to its patrons as an extension of its role as a provider of information through the use of technology.

- I understand that the Wi-Fi provided by the included HotSpot is not filtered.
- I understand that I am responsible for any repair or replacement charges incurred for damage to or loss of any of the components of the Chromebook Kit.
- I Understand that all parts of the Chromebook Kit must be returned (replacement cost of accessories is shown in parenthesis): Chromebook (\$50), T-Mobile HotSpot (\$40.00), carrying bag (\$0), charging cables (\$0).
- I understand that the Chromebook must be returned to the return bin by the 24/7 Lockers at the front entrance of the library.

Signature _____ Date _____



Lyon Township Public Library Borrowers Agreement

| | |
|--------------------|--|
| Checkout Date | |
| Name | |
| Address | |
| Phone | |
| Email | |
| Library Card # | |
| Driver's License # | |

Borrowing Agreement

I accept responsibility for the Chromebook (and Hotspot kit if applicable) while it is checked out to me from LTPL. I agree to pay the replacement costs outlined below, if any or all are stolen, lost, not returned or substantially damaged. Partial fees may be assigned for missing or damaged parts as needed. Violation of the above provisions will result in loss of Chromebook (hotspot) borrowing privilege, and will be addressed by the appropriate procedures.

Chromebook must be returned to LTPL Circulation Desk, and may not be returned at any other library or in the LTPL Drop Box.

Checking out this Chromebook indicates your agreement with the above borrower statement.

Replacement Costs:

Chromebook: \$250.00

Hotspot: \$90.00

Carrying Case: \$15.00

Signature _____

Return Date _____

Device Circulation Checklist – Check Out

Device (Circle All Applicable):

Mobile Hotspot | Chromebook

Chromebook Number (As Listed on the Device):

Hotspot Number (As Listed on the Device):

Verified Address with Photo ID

Staff Member Initials

Device Circulation Checklist – Check In

Components Checklist (Place check mark if present)

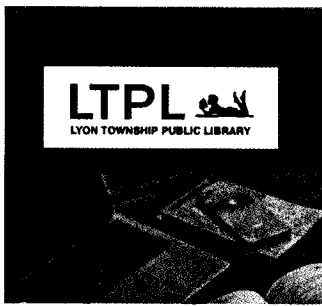
- Chromebook
 - Powercord
 - Case
- Hotspot
 - Powercord
 - Case

Visual Inspection

- No Noticeable Damage
- Observed Damage

Damage Details:

Staff Member Initials



LTPL Chromebook FAQ

Q: How long do they check out?

A: 7 days with no renewals.

Q: How do I log in and/or log out?

A: When you open the laptop the machine will automatically power on. You must have access to a Wi-Fi network to log in. Once you have access to Wi-Fi you can sign in as an **LTPL Guest**. To log out, **Exit session** or close the laptop lid to log out and shutdown.

Q: Can I use/access other accounts besides **LTPL Guest**?

A: Once you have logged in as LTPL Guest, you can access any other accounts you'd like from the Chrome browser.

Q: How secure is it?

A: Very secure. As soon as you exit your session and/or shutdown the computer, **none of your personal data can be accessed by other users and will be completely erased.** Everything about you from the system will be erased. If you downloaded any files be sure to save them to a flash drive, microSD card, external drive, or as an email attachment, because all downloaded files will be erased.

Q: Are there any web sites that are restricted?

A: The Chromebooks were purchased with federal funding from the CARES act, and are required to be filtered to comply with the Child Internet Protection Act (CIPA). Certain websites that do not comply with CIPA will be blocked.

Q: Does it have Microsoft Word (or other program) on it?

A: No. Chromebooks use a different operating system than Microsoft Windows or MacOS. You cannot install regular programs, but there are plenty of other options. You can use Google Docs, Sheets, and Slides, or any other online program you can normally access from a web browser. You also have access to any programs you can find in the Google Chrome Web Store; it's just like adding apps to your phone or tablet.

Q: Can I change settings or install other things on it?

A: Feel free to change layouts, settings, or download and install anything you want from the Google Web Store. Nothing you change or add will be seen by anyone else who uses the computer; in fact, it will all be deleted once you exit your session or shutdown.

Q: What happens if I download something?

A: If you download something like a PDF, Word document, image, video, or audio file, they will all go to the **Files** folder on the computer. **You can find the Files folder in the Launcher on the bottom left corner of the screen.** You can open or play most file formats from the Files folder, **but anything left in there when you log off or shutdown**

will be deleted, so make sure to save anything you need from there to a flash drive, external drive, microSD card or as an email attachment.

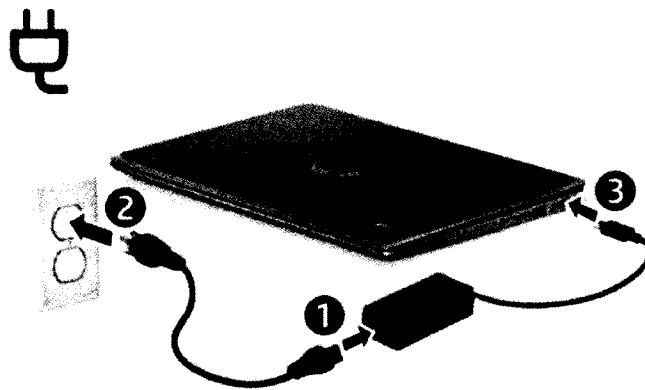
Q: Does it have a CD/DVD drive?

A: No. There is not an installed optical drive of any sort, but you can access outside media via a flash drive, SD card, external hard drive or from cloud storage.

Q: What input/outputs are there?

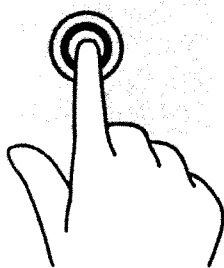
A: There is an audio input/output jack, 2 USB-C ports, 1 USB port, and 1 microSD card reader.

You can find out more about Chromebooks and all the other versions at:
www.google.com/chromebook

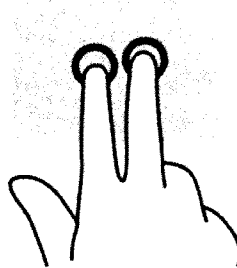


Gestures for touchpad

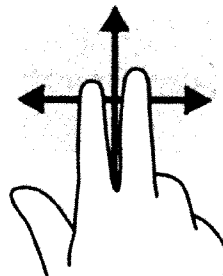
Touchpad



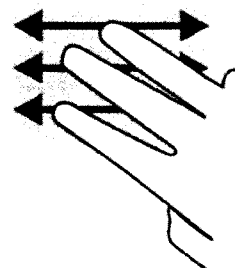
Tap or double-tap to select



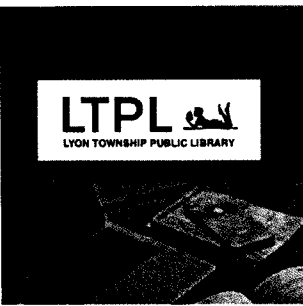
Two-finger tap to see menu options



Two-finger scroll



Three-finger scroll to switch between open tabs



LTPL Chromebook Loan & Use Policy

Chromebook Loan Policy:

- Patrons must be 18 years of age or older and have a valid LTPL library card that is not blocked in order to check out a Chromebook. Devices may only be checked out by LTPL cardholders.
- Patrons must show a driver's license or other photo ID with the patron's address listed at check-out. The address on the ID must match the address on file with your library account.
- Chromebooks may be checked out for 7 days with no renewals. Local holds only.
- Only one device can be checked out per card and per household at one time.
- Patrons may borrow a LTPL hotspot with the Chromebook if they do not have internet access
- Overdue Chromebooks will be deactivated within 24 hours of the due date. You will be instructed to return the device to the library.
- Devices must be returned at LTPL, and cannot be returned in the drop box. They must be returned to the Circulation Desk during regular library hours.
- The Chromebook Borrowers Agreement Form must be signed by the patron before the device is turned over to the patron.
- If Chromebooks are repeatedly returned late, or are returned in the dropbox, a suspension of 6 months may occur for borrowing

Chromebook Use Policy:

- Chromebooks connect to the internet over an open wireless network. Users should exercise caution when transmitting sensitive information over an unsecure network without encryption.
- Patrons may not alter or reconfigure the library's hardware or software in any way.
- Patrons will be accountable for any malicious or illegal use of the internet.
- 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.
- All user files should be saved to a cloud storage account or to a removable data storage device. All downloaded files will be cleared at the end of a browsing session.
- Chromebooks are filtered to comply with the Child Internet Protection Act.
- All borrowers assume full financial responsibility for the cost of repair or replacement due to accidental damage, theft, loss, or misuse.
- Replacement cost of items:
 - Chromebook \$250.00
 - Hotspot \$90.00
 - Carrying Case \$15.00

LTPL Chromebook Circulation Procedure

Checkout

- Staff asks for photo ID and verifies address on the ID matches the ILS. .
If the two do not match, the address must be updated in the ILS before the device can be checked out. .
- Staff completes the Device Circulation Checklist.
- Patron is given the Chromebook Borrowers Agreement form to sign.
- The device is checked out and given to patron with copy of the Borrower's Agreement.
- Patron is verbally reminded not to return this item to the drop box
- Staff puts the signed Borrower's Agreement form & Device Checklist in the Device Borrowing folder at the Circulation Desk.

Return

- The device is handed back to the circulation clerk (not left in the drop box)
- Staff reviews the device(s) and ensures that all parts are included.
- Staff completes Device Circulation Checklist & Borrower's Agreement.
- If staff notices any problems or damage to the device(s), indicate it on the Circulation Checklist. Device is placed on Marj's desk with the Device Circulation Checklist, and Borrower's Agreement.
- If a device is returned damaged, a fine will be assessed by Marj then applied to the patron's account and Marj will contact them.
- If the device has been disabled, put device on Marj's desk to re-enable.



Laptop Borrowing Agreement & Policy for Use

Borrower Information:

Name: _____

I understand that I am responsible for the safe and timely return to the Ennis & Nancy Ham Library circulation desk of this borrowed laptop. I will not let anyone else use it while it is checked out to me. I will not leave this laptop unattended. I acknowledge that I have read and understand the Rules of Use listed below. If damages or late fees are incurred I understand that I am responsible for all charges as applicable including full replacement cost of laptop plus processing fee.

Rules of Use:

- Laptops are provided by Ham Library Staff. If you have technical problems, contact or visit IT helpdesk. Please provide us with any technical issues when you are returning a laptop.
- You are responsible for ensuring the laptop is not damaged, lost or stolen while it is charged to you. The replacement fee for the laptop is \$200-400 plus a processing fee of \$15. Failure to return a laptop or make payment will result in suspension of your student account, so consider the penalties before taking from the library.
- Laptop borrowing periods:
 - Windows – 4 hours (on-campus login only)
 - Chromebook – 3 day max
- Call the circulation desk at 248.218.2260 to verify due date and time if needed.
- An overdue charge of \$3.00 per day is assessed automatically.
- Advance reservations are not accepted for loaner laptops. Laptops are lent on a first-come, first serve basis. Users may not borrow more than 1 laptop at a time.
- Only enrolled students, faculty and staff with a Rochester University ID can check out laptops during library hours.
- Laptops are loaned out "as is" with the software already installed. There will be no installed or adding of software / apps without approval.
- Do not save data to the hard drive or desktop. Anything saved on the hard drive or desktop will be lost when the machine is turned in. Save data to your RU Google Drive found at my.rochesterU.edu
- Users are required to adhere to RU IT policy that can be found on the library website.

Borrower Signature: _____

Date: _____

White Lake Community Library
3900 White Lake Drive
Whitehall, MI 49461
Phone: (231) 894-9531

White Lake Community Library
User Agreement for Hotspots and Laptops

First and Last Name _____ Date _____

Address _____ Phone _____

Library Card Number _____

In order to borrow a Mobile Wi-Fi hotspot and/or laptop, you must:

- Be at least 18 years old.
- Have a current unexpired WLCL library card (tan card) with no more than \$10.00 in fines/fees.

Your signature indicates your agreement to the following:

- I understand that the internet access provided by the hotspot is filtered.
- I accept full responsibility for the Wi-Fi Hotspot and/or laptop while it is checked out to me.
- I will not attempt to alter the device in any way, including changing passwords.
- I understand that the hotspot and/or laptop is on loan for 7 days.
- I will return the hotspot and/or laptop in person to a library staff member at the circulation desk, not in the book drop and not to another library.
- **I will be charged a \$5.00 fee if the hotspot or laptop is returned in the book drop or to another library.**
- I understand that if the hotspot is overdue, the library will shut down the internet connection on the device and I will be charged a fine of \$1.00 for each day that the device is overdue. If a laptop is overdue, I understand I will be charged a fine of \$1.00 for each day that the device is overdue.
- I accept full financial responsibility for the hotspot and/or laptop and agree to pay all costs associated with damage to or loss of the device and/or the accessories while checked out to me. I will pay the replacement fee for the device and all the associated costs if the device is not returned.
- Hotspot device replacement costs will be: \$150.00 (covers the device, the administrative fee from TechSoup, and the year of pre-paid service required). If only the carrying case, USB power cable, and/or USB wall charger adapter are lost or damaged, I will be charged the current retail price to cover replacement of those items. Laptop replacement costs will be: \$225.00. If only the carrying bag, power cable and/or mouse are lost or damaged, I will be charged the current retail price to cover replacement of those items.
- I understand the White Lake Community Library may use appropriate means to collect the amount owed by me for fees, damages, or loss.
- If I encounter any problem with the hotspot and/or laptop, I will return it and all its component parts to the library.
- I have read and agree to the library's Mobile Hotspot and Laptop User Agreement and Internet Use Policy and agree to use the devices in a responsible manner, consistent with the educational and informational purpose for which they are provided and not for any unauthorized, unethical, or illegal purposes.

Any Internet use contrary to the policy outlined above may, at the sole discretion of library staff, result in the loss of the library Mobile Wi-Fi hotspot and/or laptop, and/or Library Internet privileges.

Borrower's signature _____

UPDATED 10/8/2020

3008 Public Internet Access (revised 2-25-2015; 12-19-2018; September 2020)

The mission of the White Lake Community Library is to serve as an information center by providing pertinent and high interest materials for adults and children in a variety of formats, including online resources. Making Internet access available to the area by encouraging computer use by area residents supporting research and education through the use of computer technology is a vital part of this mission statement.

The library staff will provide limited assistance to those customers who have never used the Internet or for those who have specific questions regarding the Internet. Staff is not responsible for providing training beyond this level. Since staff is not expected to be familiar with numerous Internet sites, it is up to the users to gain familiarity with applications through books, videos and related materials. Any equipment problems should be reported to staff immediately.

Customers are free to access a variety of Internet sites and must take responsibility for their activities. The White Lake Community Library has no control over the Internet and does not assume responsibility for the quality, accuracy or currency of any Internet resource. Customers will be advised that the White Lake Community Library employs filtering software on the Internet server and subscribes to the American Library Association Resolution On the Filtering Software in Libraries adopted on July 2, 1997, which can be viewed on the ALA website: <http://www.ala.org/advocacy/intfreedom/filteringstatement1997>.

Neither the White Lake Community Library board members or staff shall be liable for any damages (direct or consequential), including lost profits, for any information obtained or provided on the Internet. Users would be well advised to evaluate Internet sources in the same way as they would evaluate printed sources and question the validity of information provided.

Customers shall not access, produce or distribute obscene materials. It is the responsibility of library staff to respect the rights of other library users, and they reserve the right to end an Internet session at any time if they believe that the viewing of particular materials is improper or inappropriate as to time, place or manner.

"Obscene" means any material that meets **all** of the following criteria:

- a) The average individual, applying contemporary community standards, would find the material, taken as a whole, appeals to a shameful or morbid interest in nudity, sex, or excretion.
- b) The reasonable person would find the material, taken as a whole, lacks serious literary, artistic, political, or scientific value.
- c) The material depicts or describes sexual conduct in a patently offensive way.

To properly manage the use of computer equipment, the White Lake Community Library Board has adopted the following rules and regulations, and has entrusted the library staff with the responsibility of enforcing these regulations. Customers who violate these rules and responsibilities will be denied access to the equipment, as designated by the Library Director.

Internet access may only be used for legal and ethical purposes. Unacceptable purposes include, but are not limited to: accessing, producing or distributing obscene materials, harassment of other users; libeling or slandering other users, destruction of or damage to equipment, software or data belonging to the library; disruption or unauthorized monitoring of electronic communications; unauthorized copying of copyright-protected materials; using the library's Internet resources to conduct a business or commercial enterprise; engaging in commercial activity such as the distribution of advertising; hacking or other unlawful uses. Any violation shall result in the immediate loss of access and unlawful activities will be reported to the proper authorities.

Persons wishing to borrow a laptop, hotspot, or other device must present a valid driver's license or state I.D and sign a User Agreement (Appendix H). The device will be checked out on the customer's library card, which must be in good standing (unexpired, under \$10 in fines/fees). A person without a card may borrow a laptop for use on library premises only by filling out a user agreement and providing a valid driver's license or state ID to be held as collateral while they are using the device. The form will be shredded once the item has been returned. Only adults 18 and over may check out laptops and Wi-Fi hotspots.

Desktop computers are available for use by anyone, without the need to present I.D. or a library card. Customers may sign up to use a workstation for an initial period of 30 minutes. This may be extended to a second 30-minute period if no one is waiting to use the computer. Customers are limited to one hour of total workstation use per day. Children under the age of 10 must have direct supervision by a responsible adult at all times while accessing the Internet on desktop computers.

Library staff reserves the right to monitor computer use by children as well as adults and to end Internet sessions for the reasons previously noted. Individuals may not use personal software on library-owned computers, nor remove library-owned peripheral devices from the computers. No modification of the system may be made by customers.

Users assume all responsibility for computer software and hardware during use. Problems should be reported to the staff at once.