



# CARROLL COUNTY PUBLIC LIBRARY

*Infinite Possibilities*

## Chromebook Lending Agreement

Carroll County Public Library offers Chromebooks for checkout to customers. The Chromebooks are made possible to Carroll County Public Library state of Maryland cardholders by a grant funded through the Maryland Emergency Education Relief (MEER) Grant through the Department of Housing and Community Development Office of Statewide Broadband. The intended purposes of the Chromebooks are to address the deficit of broadband resources available to unserved and underserved students in the state of Maryland. Additionally, they are intended to assist agencies and education-related entities, like CCPL, to continue to provide educational services to all students, to support their ongoing functionality, and to overcome the impacts of COVID-19, the digital divide, and related issues in distance learning.

### The following parameters apply to checking out a Chromebook:

- The Chromebook is available to Maryland residents aged 18 and older with a CCPL library account in good standing. CCPL will verify the customer's age and residency with a picture ID, and account status before checkout.
- The loan period is 3 weeks.
- Chromebooks can be renewed up to 5 times if no one else has reserved one.
- The Chromebook comes in a bag with a charging cord and instructions for use as well as a toll-free number for tech support.
- Upon checkout, the borrower assumes full financial responsibility for the equipment and components. The working condition of equipment will be assessed by library staff before checkout and upon return.
- The library recommends that borrowers inspect the equipment upon checkout and before leaving the service desk so that any problems may be immediately reported. CCPL is not liable or responsible for damage to removable drives nor for lost or corrupted files. Customer agrees to not tamper with Chromebook settings, configurations, or accessories. Chromebooks must be used and stored in a temperature-controlled environment (not in vehicles or extreme temperatures) and away from moisture.
- **DO NOT PLACE CHROMEBOOKS IN THE BOOK DROP FOR RETURN. Chromebooks must be checked out and returned to a branch of Carroll County Public Library during REGULAR BUSINESS HOURS at a branch service desk.**
- Parents/guardians are responsible for the use of the Chromebook by minors.
- Equipment will be inspected for damage, proper working condition, presence of charging cord, and bag before being checked in and being removed from the borrower's library account.
- Lost or broken equipment will be charged the replacement cost as follows:

<u>COST</u>	<u>ITEM</u>
\$470	Chromebook
\$35	Charger
\$15	Bag



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## Chromebook Borrower Acknowledgement Form

Borrower signature is required before checkout and will be kept on file at the library acknowledging user has received, read, understands, and agrees to abide by the outlined in this procedure. This information will be kept on file by the library for the duration for the borrowing period.

By signing below, I certify that I have read, understand, and accept all the terms and conditions stated within.

Borrower's signature \_\_\_\_\_

Date \_\_\_\_\_

STAFF: PLEASE FILL OUT THE FOLLOWING INFORMATION:

Customer name: \_\_\_\_\_

Library card number: \_\_\_\_\_

Staff Initials/Branch \_\_\_\_\_