

Borrowing a Chromebook from Springfield City Library

Welcome to borrowing a Chromebook from Springfield City Library!

Chromebooks are made possible through a grant from the Emergency Connectivity Fund (ECF) funded by the Federal Communications Commission (FCC). The goal of this program is to provide access to the technology necessary to connect to the internet to those that do not have the ability.

Here are a few things to know before you borrow a Chromebook:

Chromebook borrowers must be 18 years old and in good standing with the library.

Only one Chromebook is allowed per card holder.

Chromebooks may be borrowed for 14 days. If the Chromebook is not returned, service will be turned off within 3 days after the due date and the device will become unusable.

Renewals are not permitted. As Chromebooks need to be reset between loans, patrons are not permitted to immediately re-check out the same device once they have turned it in. If the branch has other Chromebooks available at the time, the patron may check out a different one.

Chromebooks must be borrowed from and returned to the library circulation desk. Please return the device in person to a staff member at the same library location where you borrowed it so they can clear it from your library card and get it ready for the next person. Do **NOT** place the Chromebook in the book drop.

Chromebooks must be returned with the power cord and carrying case to the Library in the same good working condition as they were when checked out. Please return the Chromebook fully charged.

While checked out, the Chromebook remains the responsibility of the borrower. Borrowers will adhere to the library's internet acceptable use policy when using the Chromebook.

If the Chromebook is damaged, or not working, return it to the library circulation desk and report the nature of the damage to staff.

The Library is not responsible for any files, data, or personal information accessed/transmitted using the Chromebook. Chromebooks will reset after each use.

The Library will have no liability for direct, indirect or consequential damages related to the use of the Chromebook, including loss of data, or privacy invasions. Those who use the Chromebooks do so at their own risk and assume full liability for their actions.

Illegal acts involving Library equipment or services may also be subject to prosecution.

Using the Chromebook:

- Turn on the Chromebook by pressing the power button in the upper right corner of the keyboard.
- You may either use an existing Google Login, or the Guest option if you do not have one.
- Follow the onscreen instructions to connect to a wifi network.
- When not in use, the Chromebook will automatically go into sleep mode, or you can shut it down.

Remember to charge the Chromebook to ensure that it is available for you when you want to use it. To charge the Chromebook, plug the power adapter into the USB port and plug into an outlet. The power level is indicated in the bottom left of the screen.

Problems? Please contact your local Springfield City Library location for assistance, or visit the Library's webpage.

CHROMEBOOK AGREEMENT

Borrower Initial_____ I declare that I do not have access to equipment or services to access the Internet. I am borrowing a Chromebook to have access.

Staff Use

Due date: _____

Borrower Name: _____ Phone # _____

Borrower Signature: _____ Date: _____

Borrower Library Card Number: _____

Chromebook ID _____ Serial # _____

Checked out date: _____ Staff Initials _____

Checked in date: _____ Staff Initials _____

