



Ocean City Free Public Library Chromebook Lending Guidelines

Eligible Borrowers

Eligible patrons may borrow, for in Library use Only, a Chromebook laptop from the Library. In order to be eligible you must:

1. Have a valid Ocean City Free Public Library card.
2. Be 18 years old or older with a current photo ID that verifies the address we have on record.
3. Be in good standing with the library; no fines, no overdue items.

Check-out

You must check-out the Chromebook at the Reference Desk on the second floor of the Library. Chromebook's are on loan for 1 day at a time. They are for in-library use only. Patrons are not permitted to leave the library with a Chromebook.

Each time you borrow a Chromebook, you will need to fill out a Lending Form. We will ask for your library card and a valid, current photo ID that verifies the address we have on record. Before checking out the Chromebook, our staff will go over each item in the bag with you, verifying that each item is present and in good condition. By signing this form, you accept responsibility for each item's presence and condition upon return. Each time you check out a Chromebook and fill out its associated lending form, we will make one copy for you to take, leaving the original in the Library.

Returns

You must return the Chromebook to the Reference Desk on the second floor of the Library. Chromebooks cannot be returned to book drops. Our staff will make sure each item listed in the Lending Form is present and in good condition before signing off that they have been received. Please wait until we sign off before you leave, otherwise you may unknowingly incur damage, lost, and/or late fees. Patrons may not download or delete any applications, accounts, or content on to the Chromebooks. The library is not responsible for any costs incurred while

borrowers use the equipment and they should be returned in the condition that they are received. The library may not clear stored data from the Chromebook after it is returned and is not responsible for personal information left on the device. The library reserves the right to deny the use of library Chromebooks to any borrower who repeatedly loses equipment or returns equipment late.

Fees

By borrowing a Chromebook, you agree to be responsible for certain costs if necessary.

Before you borrow and sign for a Chromebook, we will go over each item in the bag and check off its contents with you agreeing they are present and in good condition. Upon returning the Chromebook, we will perform the same checklist indicating whether or not each item is present and unharmed. The Lending Form includes the exact amount paid by the library for each item in the Chromebook bag. If any item does not receive a check mark from our staff upon return, you will be responsible for reimbursing the library the cost of the item.

Replacement Costs

Chromebook \$305.00

Case \$10.00

Charging Cable \$10.00

This policy is subject to immediate change should the Ocean City Free Public Library see fit.

Approved by Board 2/11/2019