

ACPL Digital Device Checkout Policy – 28 Days

Alamance County Public Libraries is pleased to offer Chromebook laptops for checkout to support digital access and learning. Please review the following guidelines before borrowing a device.

Eligibility

- A valid Alamance County Public Library card (with a photo on file), in good standing (less than \$10 in fees for lost materials), is required. You may only check out a Chromebook using your own library card.
- Borrowers must be **18 years or older** to check out a Chromebook.
- One Chromebook may be checked out per household at a time.
- Participating in an ACPL or partner Digital Literacy Class.

Checkout Details

- **Loan Period:** Chromebooks may be borrowed for **4 weeks** (28 days).
- **Renewals:** Chromebooks are not eligible for renewal.
- **Requests:** Devices may be requested through the library's website.
- **Returns:** Chromebooks must be returned **inside the library to a staff member**. *Do not return them in book drops.*
- **Overdue:** Chromebooks that are overdue will be deactivated.

Equipment Provided

Each Chromebook kit includes:

- Chromebook laptop
- Power adapter/charging cord
- Alamance County Public Library carrying case

Borrowers are responsible for returning all items in the kit. Fees apply for unreturned devices/parts.

Care and Responsibility

- Borrowers are responsible for the **safe handling and return** of the Chromebook and accessories.

- Do not install software, remove security settings, or attempt repairs.
- Save your work to a cloud service or external storage i.e. flash drive, external hard drive, etc.
- Report any damage, loss, or technical problems to library staff immediately.
- ACPL is legally required to comply with Children's Internet Protection Act (CIPA) regulations.
- It is the responsibility of parents/guardians/caregivers to determine what is appropriate for their minor children; parents/guardians/caregivers are responsible for any information accessed or observed by their minor children while using library Chromebooks.
- The use of ACPL Chromebooks for illegal activities is prohibited.

Fines and Fees

- If you lose a Chromebook or components of the device, you will be charged the following lost fees:
- **Replacement Costs:**
 - Chromebook: \$200
 - Power adapter: \$30
 - Carrying case: \$20

Internet Access

- Chromebooks require Wi-Fi for internet access.
- Borrowers are responsible for securing their own internet connection (the library also offers hotspot checkouts, where available).
- Use of the device must comply with the Alamance County Public Library's **Internet and Computer Use Policy**.

Privacy & Security

- Chromebooks automatically clear browsing history and personal information when powered off.
- The Alamance County Public Library is not responsible for personal information left on devices.

Agreement

By checking out a Chromebook, patrons agree to follow all rules outlined in this policy. Misuse or repeated late returns may result in loss of borrowing privileges.

ACPL Digital Device Checkout – 28-Days Agreement

The Alamance County Public Library is pleased to loan Chromebook laptops to our patrons. By signing, you accept responsibility for the device and accessories during the loan period.

Terms of Use

By checking out a Chromebook, I agree to the following:

1. Eligibility

- I am 18 years or older with a valid library card (with a photo on file), in good standing.
- Only one Chromebook may be checked out per household at a time.
- Attend an ACPL or partner Digital Literacy Class.

2. Loan Period

- Chromebooks may be borrowed for 4 weeks (28 days).
- I understand that no renewals are allowed.
- I will return the Chromebook directly to the service desk, not in the book drop.

3. Care & Responsibility

- I am responsible for the Chromebook and all included accessories:
 - Chromebook laptop
 - Power adapter/charging cord
 - Carrying case
- I will return all items in good condition.
- I will not attempt repairs, alter security settings, or install unauthorized software.
- I understand all personal files and information will be erased upon return.

4. Fines & Replacement Costs

- Replacement costs if lost, stolen, or damaged:
 - Chromebook: \$200

- Power adapter: \$30
- Carrying case: \$20

5. Internet Access & Use

- I understand that Chromebooks require Wi-Fi.
- I will comply with the Library's Internet and Computer Use Policy.

6. Liability & Privacy

- I accept full responsibility for the device while it is checked out to me.
- The Alamance County Public Library is not responsible for files, data, or personal information left on the Chromebook.
- Misuse or repeated late returns may result in loss of borrowing privileges.

Patron Agreement

I have read and understood the Chromebook Checkout Policy. I accept full responsibility for the Chromebook and accessories checked out to me.

ACPL Digital Device Checkout Policy – 7 Days

Alamance County Public Libraries is pleased to offer Chromebook laptops for checkout to support digital access and learning. Please review the following guidelines before borrowing a device.

Eligibility

- A valid Alamance County Public Library card(with a photo on file), in good standing (less than \$10 in fees for lost materials), is required. You may only check out a Chromebook using your own library card.
- Borrowers must be **18 years or older** to check out a Chromebook.
- One Chromebook may be checked out per household at a time.

Checkout Details

- **Loan Period:** Chromebooks may be borrowed for **7 days**.
- **Renewals:** Chromebooks are not eligible for renewal.
- **Request:** Devices may be requested through the library's website.
- **Returns:** Chromebooks must be returned **inside the library to a staff member**. *Do not return them in book drops.*
- **Overdue:** Chromebooks that are overdue will be deactivated.

Equipment Provided

Each Chromebook kit includes:

- Chromebook laptop
- Power adapter/charging cord
- Alamance County Public Library carrying case

Borrowers are responsible for returning all items in the kit. Fees apply for unreturned parts/devices.

Care and Responsibility

- Borrowers are responsible for the **safe handling and return** of the Chromebook and accessories.
- Do not install software, remove security settings, or attempt repairs.
- Save your work to a cloud service or external storage i.e. flash drive, external hard drive, etc.
- Report any damage, loss, or technical problems to library staff immediately.

- ACPL is legally required to comply with Children's Internet Protection Act (CIPA) regulations.
- It is the responsibility of parents/guardians/caregivers to determine what is appropriate for their minor children; parents/ guardians/caregivers are responsible for any information accessed or observed by their minor children while using library Chromebooks.
- The use of ACPL Chromebooks for illegal activities is prohibited.

Fines and Fees

- If you lose a Chromebook or components of the device, you will be charged the following lost fees:
 - **Replacement Costs:**
 - Chromebook: \$200
 - Power adapter: \$30
 - Carrying case: \$20

Internet Access

- Chromebooks require Wi-Fi for internet access.
- Borrowers are responsible for securing their own internet connection (the library also offers hotspots for checkouts).
- Use of the device must comply with the Alamance County Public Library's **Internet and Computer Use Policy**.

Privacy & Security

- Chromebooks automatically clear browsing history and personal information when powered off.
- The Alamance County Public Library is not responsible for personal information left on devices.

Agreement

By checking out a Chromebook, patrons agree to follow all rules outlined in this policy. Misuse or repeated late returns may result in loss of borrowing privileges.

ACPL Digital Device Checkout – 7 Days Agreement

The Alamance County Public Library is pleased to loan Chromebook laptops to our patrons. By signing, you accept responsibility for the device and accessories during the loan period.

Terms of Use

By checking out a Chromebook, I agree to the following:

1. Eligibility

- o I am 18 years or older with a valid library card(with a photo on file), in good standing.
- o Only one Chromebook may be checked out per household at a time.
- o Not participating in an ACPL or partner digital literacy class.

2. Loan Period

- o Chromebooks may be borrowed for 7 days.
- o I understand that no renewals are allowed.
- o I will return the Chromebook directly to the service desk, not in the book drop.

3. Care & Responsibility

- o I am responsible for the Chromebook and all included accessories:
 - ♣ Chromebook laptop
 - ♣ Power adapter/charging cord
 - ♣ Carrying case
- o I will return all items in good condition.
- o I will not attempt repairs, alter security settings, or install unauthorized software.
- o I understand all personal files and information will be erased upon return.

4. Fines & Replacement Costs

- o Replacement costs if lost, stolen, or damaged:
 - ♣ Chromebook: \$200
 - ♣ Power adapter: \$30
 - ♣ Carrying case: \$20

5. Internet Access & Use

- o I understand that Chromebooks require Wi-Fi.
- o I will comply with the Library's Internet and Computer Use Policy.

6. Liability & Privacy

- o I accept full responsibility for the device while it is checked out to me.
- o The Alamance County Public Library is not responsible for files, data, or personal information left on the Chromebook.
- o Misuse or repeated late returns may result in loss of borrowing privileges.

Patron Agreement

I have read and understood the Chromebook Checkout Policy. I accept full responsibility for the Chromebook and accessories checked out to me.