

Alamance County Public Libraries

Chromebook Policy

General Information

Alamance County Public Libraries has Chromebooks available for checkout from the May Memorial Reference Desk and Graham Circulation Desk. All Chromebooks have the ability for users to sign in with a Google account or as a Guest.

How to Borrow a Chromebook

- Borrowing library Chromebooks is limited to adults 18+ with active physical library cards and a photo on file. Computer cards will not be accepted for Chromebook checkout, patrons must have an Adult Internet User library card with contact information as well as the correct address.
- Chromebooks are barcoded and must be checked out to the patron using their ACPL card.
- Chromebooks are available on a first-come, first-served basis, and only one Chromebook per person may be checked out.
- Chromebooks cannot be renewed.
- You may not check out a Chromebook if you have overdue library materials or fines.
- Borrowers are allotted 180 minutes of Chromebook use. Chromebooks do not circulate out of the library. You must return the Chromebook to the desk where you checked it out by the due date/time to avoid fines/loss of privileges.
- Chromebooks must be returned 15 minutes prior to closing.
- Technical support equivalent to any library public computer use is available through library staff. Training or instruction on Chromebooks is available only through pre-scheduled one-on-one appointments with appropriate staff.

Patron Responsibility for Chromebooks

- Patrons are responsible for the Chromebook while it is checked out to them. Do not leave Chromebooks unattended. You are responsible for a Chromebook that is stolen while it is checked out to you. Unattended Chromebooks may be retrieved if observed, by library staff.
- Personal software cannot be loaded onto the Chromebook.
- No food or drink is allowed while the Chromebook is in your possession.
- If you notice damage to the Chromebook or if you discover that an application is not working, immediately notify the desk where you checked out the Chromebook.
- Borrowers must not engage in any illegal activities such as hacking, pirating, downloading illegal materials, etc., or in any activities inconsistent with the library's computer policies. Borrowers attest that they have read and will adhere to these policies.
- Any violation of patron/user responsibilities may lead to Chromebook borrowing privileges being suspended.

Wireless Printing and Saving Data

- Wireless printing is available from library-owned Chromebooks to the public printers in the library using PrinterOn. Black and white copies are .10 cents per printed page. Color copies are .40 cents per printed page.
- Files can be saved to Chromebooks, but they will not be retained once the Chromebook is powered off or restarted. Please save your work frequently to a USB drive, cloud storage, or email your files.

Replacement or Damage Charges

- Borrowers are responsible for the loss, damage, and theft of the laptop while in their possession. Borrowers should verify the condition of the laptop at the time of checkout and upon check-in. Borrowers are responsible for the full amount of repair or replacement charges. Currently, replacement/damage charges are: \$150.00

Patron Agreement

I accept full responsibility for the laptop computer that I am borrowing. I understand that I am responsible for the costs of repairing (parts and labor costs) or replacing this laptop computer and components if they are damaged, lost, or stolen while it is checked out to me.

Borrower's

Signature_____Date_____

Print borrower's

Signature_____