

Winfield Public Library

Laptop and Chromebook Usage Agreement

By my signature below, I acknowledge that I have read and agreed to all of the following statements for checking out a laptop or Chromebook from the Winfield Public Library. Laptops and Chromebooks have Wifi capabilities. I understand that in this document the term “device” refers to either the laptop *or* Chromebook that I have checked out.

How to Check-out a Device

- Patrons must have a valid Winfield Public Library card and be in good standing to borrow a device.
- Patrons must be 18 years old to borrow a device, and must provide a photo ID showing their age. The ID will be held at the Circulation Desk until the device and its accompanying items are returned.
- Devices may be checked-out on a first come, first served basis, with a patron only being able to check out one device at a time.
- Limited technical support is available inside the building through the library’s staff. Borrowers must be familiar with computers.
- **I agree that Chromebooks are for use in the library only and must be used on library grounds. Removal constitutes theft and will be prosecuted.**
- **Devices may be used for 90 minutes and must be returned 30 minutes before closing, whichever comes first.**
- **Devices must be returned 30 minutes before the library closes. Any device not returned by the time WPL closes on the borrowing day will be assumed stolen and the police will be notified.**

Patron Responsibility for the Device and its Accompanying Items

- I agree to accept full responsibility for the device, its power cord, case, bag, and other items while checked out to me.
- Patron must return the device in the same working order in which it was received. No additional software may be downloaded or installed, nor should changes be made to the system configurations.
- **When returning the device, I agree to hand it to a WPL employee and wait while it is checked back in. I understand that simply leaving it on WPL grounds does not mean that I have returned the device.**
- No food or drink is permitted while using the device.
- Patrons accept full financial liability for the device while in their possession and agree to pay all costs associated with damage to, loss of, or theft of the device and its items per WPL policy while it is checked out to me.
- I agree that Winfield Public Library may use any appropriate means to collect the amount owed for fines, damage, loss, or theft.
- Failure to return the device, abide by WPL’s policies, or reimburse for damage may result in suspension of library services and use.

- I will abide by the Library's Internet Use and Social Networks policies as outlined at <https://www.wpl.org/using-the-library/get-oriented/computers/>. **I have received a copy of these policies.**
- I agree that failure to comply with any of these rules and guidelines.

Wireless Printing and Saving Data

- Borrowers wishing to save files or data must save the to their own USB flash drive, a personal data storage area on the internet (in the cloud) or to personal email accounts. **All personal files will be wiped clean upon the device’s return.**

Borrowers are responsible for loss, damage, and theft of the device while in their possession. Borrowers should verify the condition of the device at the time of check-out and upon check-in. Borrowers are responsible for **\$358.00**, the full amount of repair or replacement charges.

- Chromebook
- Keyboard cover (on keyboard)
- Orange hard cover
- Green carrying bag
- Flashdrive (in carrying case pocket) – to be used for printing only

I have read and agree with all of the responsibility and liability statements. I will adhere to all WPL policies. I understand that the library’s wireless network is not secured and I assume all risk for any information I send or receive. Violation of any of the above may result in loss of library privileges as determined by the WPL Director.

Signature _____ Date ____/____/____

Name Printed _____

WPL Use Only

Staff Initials Out: _____ Time: _____
 ___ Chromebook ___ Keyboard Cover ___ Orange Cover ___ Green Bag ___ Flashdrive

Staff Initials Returned: _____ Time: _____
 ___ Chromebook ___ Keyboard Cover ___ Orange Cover ___ Green Bag ___ Flashdrive