



Carver County Library

WACONIA BRANCH LIBRARY CHROMEBOOK CHECKOUT AGREEMENT

Chromebooks are available to borrow and use inside the Waconia Library on a first come, first served basis except when they are needed for a library program or training session.

How to Check Out a Chromebook

- Present your library card or photo ID at the Information Desk to check out a Chromebook. The first time that you check out a Chromebook, you are required to sign this form. The form is then kept on file for use for six months.
- For users between ages 7 to 16, a parent/guardian signature is required (see other side). The parent/guardian's library account must be in good standing.
- For children age 7 and under, an adult must be present when using the Chromebook.
- The Chromebook check out period is up to four hours. Chromebooks must be returned 30 minutes before the library closes. The loan period may also be reduced if the Chromebook is needed for a Library event.
- Chromebooks cannot be renewed. However, the Chromebook may be checked out again if no one else is waiting to use it.

How to use and return a Chromebook

- Chromebooks are for use in the Waconia Library only.
- Keep the Chromebook in your possession at all times in the library, as you are responsible for the Chromebook. Please take care not to drop the Chromebook or spill anything on it. The replacement cost is \$225.00 for a lost or damaged Chromebook. The library does not accept replacement items for library materials.
- Chromebooks must be returned directly to a library staff member. If necessary, the user should wait for staff to be available at the Information Desk.
- Please leave the Chromebook powered ON when you return it.

Some additional things you need to know about using library Chromebooks

- If the Chromebook is not operating properly, please ask library staff for assistance. Do not try to troubleshoot hardware or display problems.
- Library staff can help you get started, but may not be able to help you with more complex or time-consuming tasks such as downloading apps, setting up email, etc.
- Printing is not available from the Chromebooks.
- Chromebooks are subject to the library Internet and Wireless Use Policy. This policy is on the library website or is available from staff.
- If library staff determines the Chromebook is being used inappropriately, the Chromebook can be taken away and future borrowing may be denied.

I have read and understand the Carver County Library Chromebook agreement and agree to abide by all of the rules and procedures. See reverse side for parent permission for child from ages 7 – 16.

Signature

Library Card Number

Date

Parent Permission Slip for Chromebook use by child from ages 7 - 16

Form distributed through school

By signing, I certify that I have read and agree to the terms and conditions in the Carver County Library Chromebook Checkout Agreement. I give my permission for my child whose age is between 7 - 16 to use library Chromebooks for the next six months from today.

Name of Child/Teen

Library Card Number of Child/Teen

Parent/Guardian's signature (if child is between age 7- 16)

Library Card Number of Parent/Guardian

Email address of Parent/Guardian

Date