



Making Chromebook & Hot Spot Distribution Easy!!

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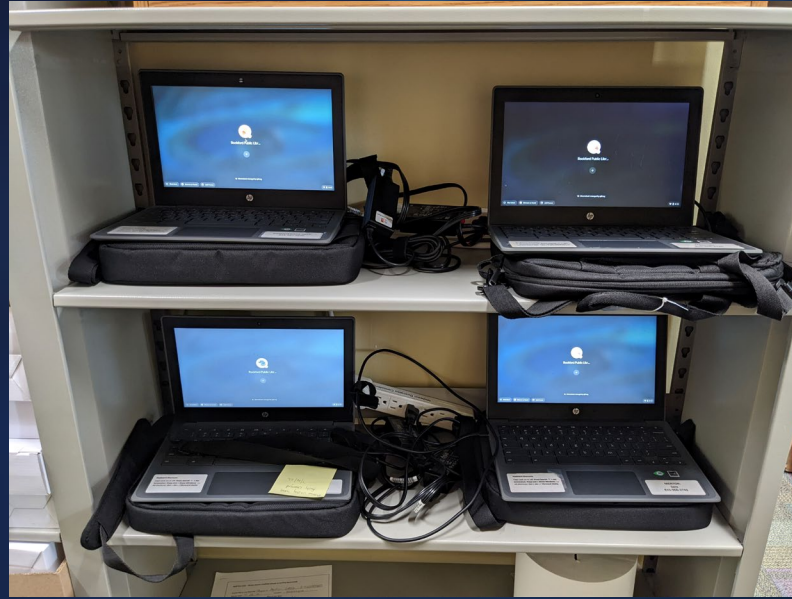
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217-418-8444



Storage

Plan for it!



Inventory Control Issues?



Chromebook Contents Card



If you have questions or need assistance, call our Hart Interim Staff at 815-965-7606, ext. 618.

We're ready to help!



90 Day Checkout

Replacement Costs:

- Chromebook - \$345
- Charging cord - \$51
- Carrying case - \$27
- Inventory contents sheet - \$5
- Laminated Instructions - \$10
- Overdue - \$5 per day
- Cleaning (food, stains, other) - \$5



Hot Spot Contents Card



If you have questions or need assistance, call our Hart Interim Staff at 815-965-7606, ext. 618.

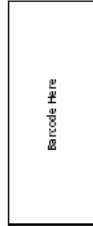
We're ready to help!



3 Week Checkout

Replacement Costs:

- Wi-Fi Hot Spot - \$120
- Charging cord - \$60
- Protective case - \$15
- Inventory contents sheet - \$5
- Instruction Pack - \$10
- Overdue - \$5 per day
- Cleaning (food, stains, other) - \$5



Wi-Fi Hot Spot User Guide



Powering on: To turn on the Hot Spot, press and hold the power button on the bottom of the device for at least 2 seconds. You'll see the "Welcome" message for about 20 seconds as it boots up. You may need to plug it in to charge its battery. **ONLY** use the charger that comes with the Hot Spot.

Quick press the Power button to cycle through the screens on the Hot Spot to see its Wi-Fi Name and Password.

Connecting your device to the Hot Spot:

Turn on the device you are wanting to connect to whether that's your laptop, phone, or tablet, etc. Open the Wi-Fi menu on your device and select the Hot Spot's name on the list. Enter the Wi-Fi Password listed on the Hot Spot screen and enjoy!

	Press quickly	Home screen, Device menu guide (switching every 3 seconds)
	Press for menu	
	Press quickly	Data usage display
	Press quickly	Wi-Fi Name display
	Press quickly	Password display
	Press quickly	Web Admin URL, Guide display
	Press quickly	Back to Home screen

How Do You Use Our Devices?

1. Circle all that apply:

- Education
- Job Search
- Entertainment
- Email
- Social Media
- Online Shopping
- Remote Medical Services

Other: _____

2. Did you reach out to Library Staff for help on how to use the device? Yes/No

3. If you received help, did it resolve your question? Yes/No

If not, please tell us why here or on the back: _____

4. Circle which device(s) you borrowed:

7 Day Chromebook, 90 Day Chromebook, 7 Day Hot Spot, 21 Day Hot Spot

5. Was the borrowing period: too short, just right, or too long? (Circle one)

6. Did you use any services from our website or participate in our Career Online High School program? Please specify here or on back: _____



Marketing the Chromebooks!

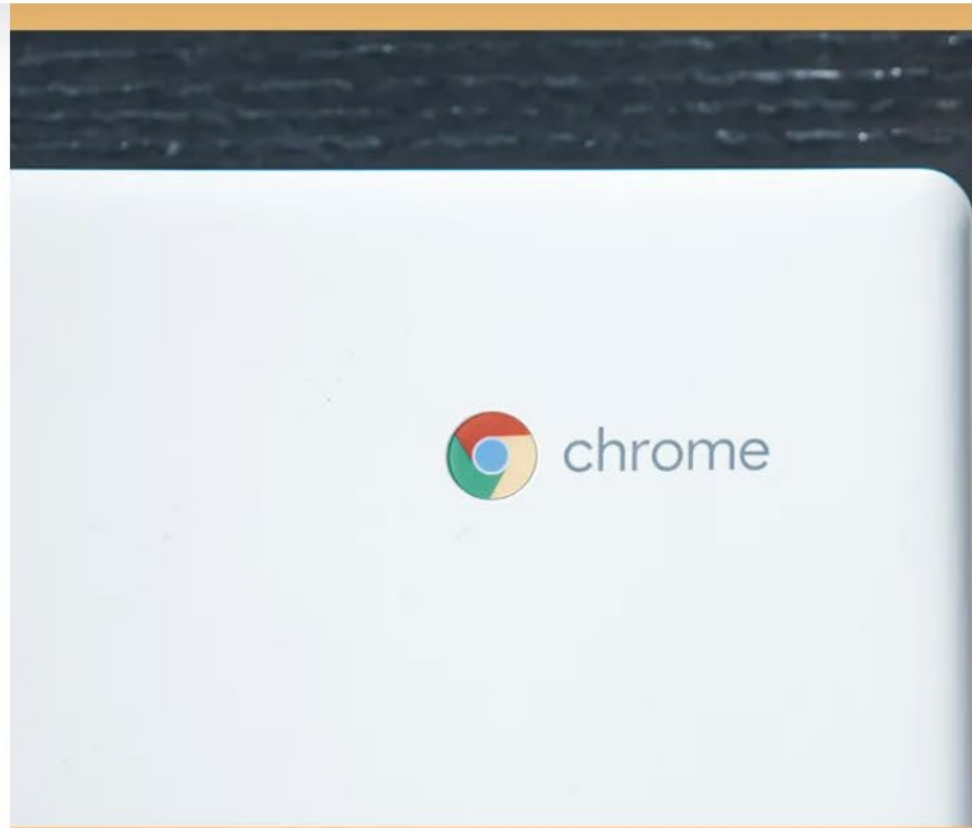


www.rockfordpubliclibrary.org

SEARCH [input field]

CATALOG WEBSITE EVENTS GOOGLE

HOME CHECK IT OUT DOWNLOAD IT RESEARCH IT EVENTS VIRTUAL LIBRARY YOUTH ABOUT RPL



BORROW A CHROMEBOOK!

Adults 18 and up can now borrow and take home a Google Chromebook laptop and/or a Wi-Fi Hot Spot from the Rockford Public Library!



Adults 18 and up can now borrow and take home a Google Chromebook laptop and/or a Mobile Wi-Fi Hot Spot from the Rockford Public Library! They are available for checkout at the Montague Branch Library, on RPL's Mobile Library, and at the Hart Interim Library!

Are you an adult student, an entrepreneur, or someone who's working on a longer-term project? Most of our Chromebooks are loanable for up to 90 days! Some can be reserved for a shorter, week-long borrowing term. Most of our Wi-Fi Hot Spots check out for up to 3 weeks, with select Wi-Fi Hot Spots structured to be quick-checkout versions for one week.

At the point of checkout, our staff will mentor you on how to use the devices. We'll perform a visual inventory with you of all the parts included such as the Chromebook itself and or the Wi-Fi Hot Spot, the carrying case, the charging cord, and some included instructional items. Once all that is complete and you sign our lending agreement, you'll be on your way to exploring the internet; and all Chromebooks and Wi-Fi Hot Spots have to offer!

When you're ready to return the Chromebook or Mobile Wi-Fi Hot Spot, please bring the items back inside to the same location and check it in with a staff member. We'll perform the visual inventory of the kit again with you to confirm everything is in proper working order and then ensure it is cleaned and ready to go for the next customer.

We want you to feel confident in using these devices wherever you are, so we're happy to arrange mentoring opportunities with you. Call or email today!

Hart Interim Library

815-965-7606

Montague Library

815-966-2740

Mobile Library

815-966-2741

info@rockfordpubliclibrary.org

Chromebook & Hot Spot Tutorial Drop-In Classes



- HOME
- CHECK IT OUT
- DOWNLOAD IT
- RESEARCH IT
- EVENTS

Chromebook and Mobile Wi-Fi Hot Spot FAQ

- + Where can I check out a Chromebook and/or a Wi-Fi Hot Spot?
- + Who can borrow these devices?
- + How long can I keep the device?
- + Can I renew the device?
- + I need help using this device.
- + Can I place a hold on a device?
- + I don't have internet at home, how will I be able to connect to the internet?
- + What happens if I accidentally keep the device too long?
- + What happens if I lose or damage the equipment, or it gets stolen from me while I have it checked out?
- + How can I be sure my personal data will be protected when I'm done?

A Partir de 18 años **ADULTS / 18 +**

Tutorial de Chromebook y Hot Spot

Lunes: 11A - 3P
Miércoles: 12P - 6P

Biblioteca Sucursal Montague

Venga a nuestro curso de formación y tutorial especial para aprender a utilizar nuestros Google Chromebook y los puntos de acceso Wi-Fi. Nuestras mentoras Claudia y Sara demostrarán cómo encender los dispositivos, conectarse a Internet y más.

También podemos responder preguntas y ofrecer asistencia si ya tomó prestado uno de los dispositivos.

Library Montague Branch

Come to our special drop-in training and tutorial time to learn how to use our Google Chromebooks and Wi-Fi Hot Spots. Our mentors Claudia and Sara will demonstrate how to power the devices on, connect to the internet, and more


We can also answer questions and offer assistance if you already have the devices checked out.

Sucursal Montague
1218 S. Winnebago Street
Rockford, IL 61102

Montague Branch
1238 S. Winnebago Street
Rockford, IL 61102

Rockford Public Library • Open For Business
July 7, 2021

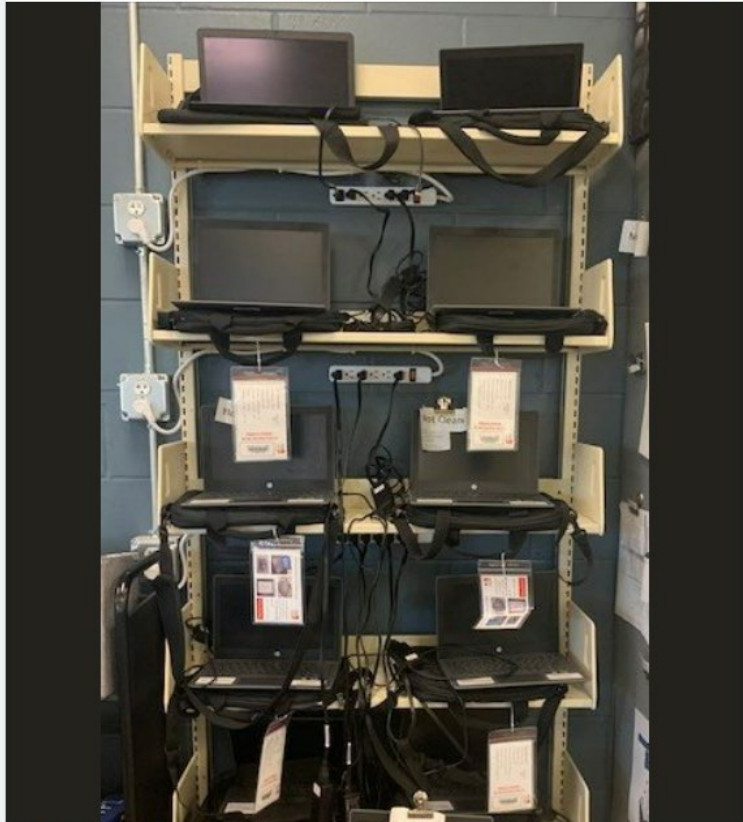
Check out a Chromebook and/or mobile hotspot from the Montague Branch or Mobile Library. Follow the link for more information. <https://bit.ly/3d0Jnka>



Like Comment Share

Rockford Public Library
June 23 at 9:54 AM

Did you know RPL offers loanable Chromebooks & Mobile Wi-Fi Hot Spots? These in demand devices are available at the Hart Interim Library, Montague Branch and on the Mobile Library. Loan periods range from 7 to 90 days. Follow the link for more information. <https://bit.ly/3HTssy7>



21 3 Comments 15 Shares

Like Comment Share

Rockford Public Library updated the event cover photo in Chromebook & Hot Spot Tutorial Drop-In at Montague.
September 16, 2021

Chromebook & Hot Spot Tutorial

Library Montague Branch
Mondays: 11A - 3P
Wednesdays: 12P - 6P

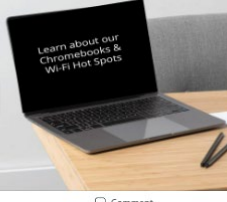


Like Comment

Rockford Public Library updated the event cover photo in Chromebook & Hot Spot Tutorial Drop-In at Montague.
September 15, 2021

Chromebook & Hot Spot Tutorial

Library Montague Branch
Mondays: 11A - 3P
Wednesdays: 1P - 3P




Like Comment

Rockford Public Library
September 7, 2021

If you've checked out or plan to check out a Chromebook or Mobile Wi-Fi Hot Spot and need help getting started, RPL is offering training and tutorial time at the Montague Branch today from 11am - 3pm. No appointment is necessary. Discover the power of a library card!


[#librarycardsignmonth](#)

[SERVICES.ROCKFORDPUBLICLIBRARY.ORG](https://services.rockfordpubliclibrary.org)
Chromebook & Hot Spot Tutorial Drop-In at Montague
Learn about our Chromebooks and Wi-Fi Hot Spots.



Rockford MakerSpace
July 20, 2021

<https://www.rstar.com/.../google-chromebook.../7945527002/>



RRSTAR.COM
Rent-a-laptop program expands at Rockford Public Library after initial checkouts go fast

Like Comment Share

Challenges, Damage, Loss, etc.

Lending agreements with signature

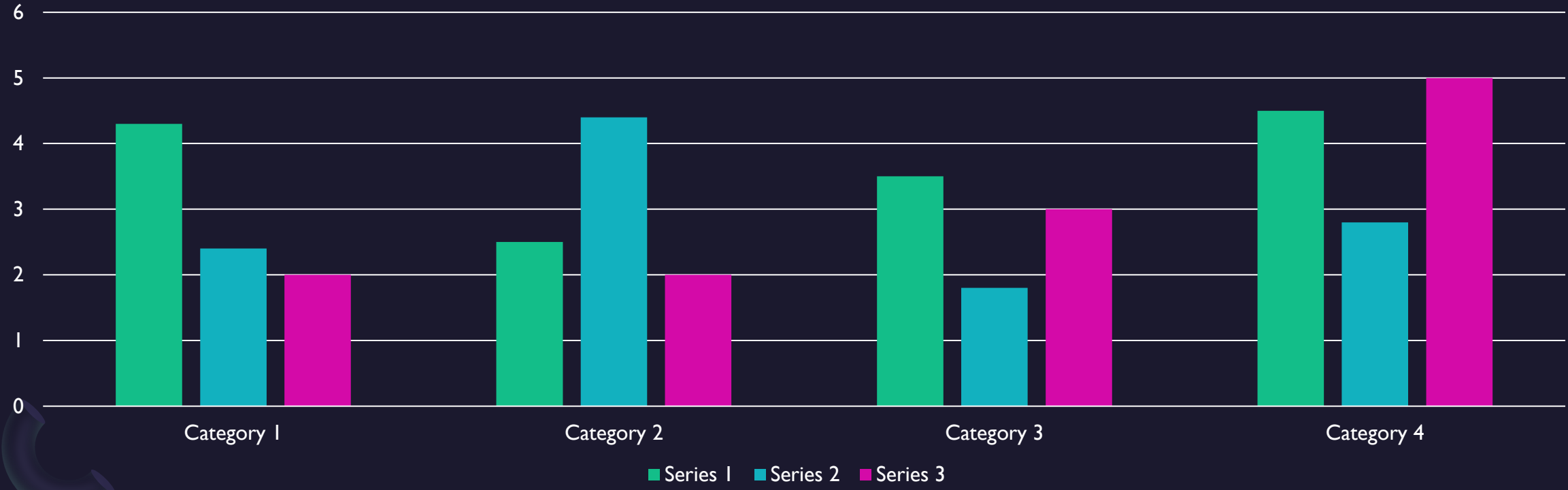
Verbally informing client

Snail Mail reminders



Metrics – Surveys tracked through Microsoft Forms (see attachments)

Chart Title



Thank You

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