

 **Rockford Public Library Chromebook Lending Agreement**

 **Hart Interim Circulation Department**

The Board of Library Trustees of the City of Rockford (Rockford Public Library) offers patrons a limited number of Chromebooks to checkout for use by patrons on a first come, first served basis. To borrow a Chromebook a patron must agree to the following terms:

* A patron may checkout a Chromebook from the Circulation Desk for either one week or up to 90 days depending on availability.
* The patron must have a valid RPL library account in good standing at checkout.
* Devices must be returned directly to a *staff member* inside the Hart Interim Library at the Circulation Desk, not through the book drop or left in the library.
* Patrons must adhere to the Library’s Internet Use Policy and all other applicable library policies while using Chromebooks.
* The Chromebook and all peripheral equipment (charging cord, carrying case, inventory placard, and bundle of instructions) must be returned in the same condition in which it was loaned. If the equipment is damaged, lost, or stolen while on loan, a patron will agree to reimburse the Rockford Public Library for the full replacement cost of the damaged/lost item as stated below. The Library does not accept replacement hardware or peripherals as payment.
* The Library is not responsible for damage to personal removable drives or for files lost or corrupted for any reason.
* The Library will not checkout Chromebooks to a patron who has failed to follow a Chromebook Lending Agreement.

I have read the statement above and I agree to this Agreement when borrowing a Chromebook from the Rockford Public Library:

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Library Card \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Initials\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chromebook Barcode\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_

**Replacement Costs:**

Chromebook - $345

Charging cord - $51

Carrying case - $27

Inventory placard - $5

Instruction Pack - $10

Overdue fine - $5 per day

Cleaning related to food or stains - $5