

General Information

- Delaware County Libraries cardholders ages 12 (or grade 6) and above with no fines or fees on their account are eligible to borrow a Chromebook.
- There is no fee to borrow a Chromebook, however, fees will be assessed if it is returned late, damaged or lost.
- Borrowers must sign the Chromebook Lending Policy and Use Agreement before checking out a device for the first time and a photo ID must be presented at each check out.
- Borrowers under 18 must have a parent or legal guardian sign the Chromebook Lending Policy and Use Agreement prior to the first use. A photo ID must be presented at each check out (school ID will be accepted).
- The parent or guardian will be contacted prior to the first use for verification of signature, if the agreement was not signed in person.

Use Information

- Chromebooks may be checked out once per day for a three-hour period.
- Chromebooks may only be used on the main level of the library; they may not be taken onto the porch or into bathrooms.
- Chromebooks must be returned by handing the computer directly to a Reference Librarian.
- Users must abide by the Electronic Information Network (EIN) Policy of Delaware County Libraries (a full copy of this policy is available at delcolibraries.org/EINPolicyHTML.htm or in hard copy at the Reference Desk).

Late, Lost, or Stolen Chromebooks

- There is a \$25 per hour overdue fine for Chromebooks. The maximum fine is \$250.
- The replacement charge for a lost or willfully damaged Chromebook is \$250.
- Repeated or willful damage of a Chromebook will result in loss of borrowing privileges for Chromebooks and the replacement charge of \$250 being assessed to your library account.
- Removal or attempted removal of a Chromebook from the library will be considered theft or attempted theft and reported to law enforcement.

I understand that RML is not and will not be held responsible for any damage or loss of data or media due to any cause while using a library Chromebook. I also understand that library wireless connections are not secure, and that it is my responsibility to take appropriate caution with personal information while using the connection. I have read the Radnor Memorial Library Chromebook Lending Policy and Use Agreement and I agree to the terms.

Name: _____ Phone: _____

Address: _____

Signature: _____ Date: _____

If Under 18 Only:

Parent/Legal Guardian Name: _____ Phone: _____

Library Use:

- ☐ Library card reviewed
- ☐ No fines or fees on account
- ☐ Parent/Guardian contacted
- _____ Staff Initials

*Policy Approved by RML Board of Trustees April 12, 2018
Updated April 24, 2019*