



## **Lynnfield Public Library Chromebook Kit Procedure**

Patrons may place a Chromebook Kit on hold for pickup at Lynnfield Library only. Chromebook Kits must be picked up at and returned to the Lynnfield Library. One Chromebook Kit may be borrowed per library card.

Chromebook Kits can be checked out for two weeks with no renewals.

All parts of the Chromebook Kit must be returned in the case; the Kit will remain checked out to the patron and fines will accrue until all parts are returned. Replacement Chromebooks, or replacements of the accompanying parts of the Kit, will not be accepted. Patrons are responsible for damage to or loss of Chromebooks and accessories as a result of accident, theft, misuse or neglect; the approximate replacement cost of a Kit is \$400.00. Additionally, patrons are expected to report loss of or damage to the Chromebook or accessories to Circulation desk staff.

Overdue Chromebook Kits will accrue fines at \$5 per day until returned, or the maximum fines of \$25 are reached, and will be deactivated within 48 hours after the due date.

By using a Chromebook Kit, the patron acknowledges that they are subject to and agrees to abide by the Library's Internet Access Policy (available online at <https://www.lynnfieldlibrary.org/wp-content/uploads/2013/09/Lynnfield-Library-Internet-Access-Policy-September-2013.pdf> and upon request) and the following conditions:

- Patrons may not alter or delete any settings or configurations.
- Patrons are responsible for any violation of the Internet Access Policy and all other applicable library policies.
- Library staff is not permitted to configure patrons' equipment or provide technical assistance with connecting to the wireless network.
- Patrons use this service at their own risk. As with most public wireless networks, any information being sent or received over the wireless network could potentially be intercepted by another wireless user.
- The Library is not responsible for any personal information that is compromised or for any damages, alterations, or interferences with a patron's device or data files resulting from use of the wireless network.
- The Library is not liable for any consequences of wireless network access including loss of data
- The Library does not guarantee that the wireless network will be available and the Library is not responsible for outages and/or connectivity issues.