

Chromebook Policy

Chromebooks are available for use at the Canaan Town Library. This allows maximum flexibility for use of library space while maintaining the library's commitment to open access to the Internet.

Loan and Use Policy

Library Patrons

A valid Canaan Town Library Card is required to check out a Chromebook.

All patrons will be required to sign a Chromebook Use Agreement form assuming full financial responsibility for the cost of repair or replacement, whichever is less, due to accidental damage or misuse. If patron is under the age of 14, a parent or guardian must also sign the Chromebook Use Agreement. Once the Chromebook Use Agreement has been signed, it will be kept on file.

Chromebooks may be checked out for a one-hour period. If not all of the Chromebooks are checked out, they can be renewed for a further one hour period. All Chromebooks must be returned 30 minutes before the library closes. All default software settings will be restored and all created and downloaded files, cookies, Internet search history, etc. will be removed upon shut down. The user is responsible for saving their work prior to log-off. There is no possibility of recovering files after the system has logged off.

Only one computer can be checked out per person. Chromebooks may not be reserved for a specific time or day, nor can holds be placed on Chromebooks. They are handed out in a first come, first served manner. Chromebooks may be used inside the library only.

The borrower will be held responsible for any damage or theft. If the equipment is malfunctioning or the battery is low, staff should be immediately notified. Intentional damage, as determined by library staff, will subject the borrower to a charge. This charge will consist of the cost to repair or replace the device whichever is less plus a \$50 administrative fee. Failure to return a Chromebook will result in a replacement fee of \$250 plus a \$50 administrative fee. Abuse of the loan policy, as determined by staff, may result in suspension of borrowing privileges.

All laptop policies and procedures are in accordance with the Canaan Town Library Technology Use Policy that outlines acceptable use of the Internet at the Library.

The Equipment

The Chromebooks are a simplified laptop computer based on Google's Chrome browser & operating system. Headphones are available on request and must be used when viewing sites that emit sound. Printing is not available from the Chromebooks.

The Chromebooks connect to the Internet over an open wireless network. Since it is an unsecure network without encryption, users should exercise caution when transmitting sensitive information.

File downloads are permitted to USB storage devices. Downloading additional software is not permitted.

The Library is not responsible for any damage to the user's removable disks/drives or loss of data that may occur due to malfunctioning library hardware and/or software.

Adapted from the Lebanon, NH Library Chromebook Policy.

Accepted by the Canaan Town Library Trustees, April 17, 2017.