BURNHAM LIBRARY

POLICY STATEMENT

Laptop and Chromebook

**ELIGIBILTY:** Laptops and Chromebooks are for in-library use OR for out-of-library circulation at the discretion of library staff. Patrons must be a Bridgewater cardholders, 18 years of age or older whose card is in good standing. All borrowers must sign this User Agreement.

**LENDING:** Laptops and Chromebooks loaned as out-of-Librarycirculation will contain a power cord.

**AVAILABILITY:** Laptops and Chromebooks are available for loan by appointment only at the discretion of the library staff on a first-come, first -served basis.

**LOAN PERIOD:** In-library use will be limited to 1 hour. Outside library-loan period is at the discretion of the library staff.

**FINES:** Fines will accrue at $2.00 per day, to a maximum of $10.00 wherein your account will be frozen at all libraries within the Bibliomation system.

**REPLACMENT AND DAMAGE FINES:** The user assumes full financial responsibility for a lost, stolen or damaged iPad. Any equipment malfunctions should be reported immediately to library staff. A $500.00 replacement fee will apply for replacement of the laptop or Chromebook. Additional equipment will be at current rate of purchase.

**RETURNS:** Laptops and Chromebooks must be returned in-person to staff at the Circulation Desk. Users will be required to wait while the device is checked to ensure all equipment is intact. The devices should not be returned to our book drop, as this may damage it.

**APPS AND DOWNLOADS:** APPS cannot be installed without the permission of library staff.

Approved by Board of Trustees 2/19/2020