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251 GLEN STREET  
GLENS FALLS, NY 12801  
518-792-6508

## **CRANDALL PUBLIC LIBRARY LAPTOP COMPUTER/CHROMEBOOK IN-HOUSE LENDING POLICY**

Laptop computers and Chromebooks can be loaned to Southern Adirondack Library System/Crandall Public Library cardholders, age 18 and older, current and in good standing with the Library (defined as fines do not exceed \$5.00). Filtering software is not installed on the laptops/Chromebooks. Guest passes cannot be used to check out laptops/Chromebooks.

Borrowers can check out one laptop computer or Chromebook at either the Park Entrance Reference Desk or Children's Desk by leaving their library card and a valid photo I.D. All borrowers must sign the Laptop Computer/Chromebook Loan Agreement **each** time they borrow a laptop/Chromebook.

Laptop computers/Chromebooks will be loaned out at the Library's sole discretion, are available on a first come, first served basis, and cannot be reserved in advance. They can be borrowed for no more than two (2) hours per day depending upon availability. Time extensions are **not** available on the laptops/Chromebooks.

Use of the laptop/Chromebook must be inside of the Library building only and they can't be taken into the Library restrooms. Removal of laptops/Chromebooks from the Library will be considered theft and offenders will be prosecuted.

It is the sole responsibility of the borrower to make sure that the laptop/Chromebook is in his or her possession at all times. If the borrower must leave the building, the laptop/Chromebook needs to be returned to a staff member at the desk from which the laptop/Chromebook was borrowed.

If the borrower has used less than his or her full two (2) hours on the laptop/Chromebook, the remainder of their time must be used-up on a stationary computer in the Internet Room.

The borrower agrees to abide by the Library's Internet Use Policy and the Library's Rules.

Lost or damaged material fees for laptop computers/Chromebooks will be based on a reasonable assessment of the cost of replacement or repair. The borrower will be responsible for any loss or damage and will be liable for an amount up to the full replacement cost if the laptop/Chromebook is damaged or stolen. Anyone found violating the policy will be prohibited from borrowing laptops/Chromebooks in the future.

Wireless printing is available. Laptops print to the public printer in the Internet Room. Chromebooks print via PrinterOn and printouts can be picked up and paid for at the Park Entrance Reference Desk.

Documents saved on the laptop computer will be lost immediately when the session timeouts, logouts or the system reboots. Data should be saved to a flash drive or CD, emailed or printed. The session will automatically logout after 5 minutes of inactivity. Chromebook users will need to sign in with their Google account to download apps to create, share, and save files.

The laptop/Chromebook must be returned to the desk from which it was borrowed at least 30 minutes prior to the Library's closing.

Unacceptable use of laptops/Chromebooks includes:

- Leaving a laptop/Chromebook unattended in the Library at any time.
- Allowing more than two users to be on the same device at one time or unsupervised sharing with users who have not signed a Laptop Computer/Chromebook Loan Agreement.
- Taking a laptop/Chromebook out of the Library building or into a restricted area of the Library (e.g. library restrooms).
- Installing software, saving to the hard drive or changing computer settings/configurations.
- Handling a laptop/Chromebook in a careless manner that can lead to damage of equipment.