



Serving all of Robertson County

405 White Street, Springfield, TN 37172

Chromebook Policy

General

- You must be **18 or older with your own library card and valid photo ID** to check out a Chromebook. A library card must have been active for at least one month, have no outstanding fines, and have a Chromebook Borrowing Agreement on file before a Chromebook may be checked out.
- All files and downloads will be deleted when your session is completed. Nothing is saved.
- Failure to return Chromebooks will result in fines and loss of laptop checkout privileges.
- The library reserves the right to remotely disable overdue devices.
- The borrower is responsible for the cost of repair or replacement of the Chromebook and any associated equipment if lost, stolen, or damaged beyond normal wear and tear.
- If patrons experience problems with the laptop, software, or internet connection, they should ask library staff for assistance.
- Devices must be returned directly to staff. Do not place them in book drops. The charge for placing a device in a book drop is \$20 plus the cost of any damage to the device.
- Chromebooks may not be used for unlawful activities or activities that violate the library's Computer and Internet Use Policy.
- Anyone under the age of 18 must abide by the following:
 - Ages 0 – 14: Must be directly supervised by a responsible adult while on any library owned internet connected device.
 - Ages 15 – 17: Must be accompanied by a responsible adult OR have signed permission (located on the registration card) from a parent or legal guardian before using any library owned internet connected device.
 - Please see the Patron Conduct Policy, CIPA & Filtering for more information.

In Library Use

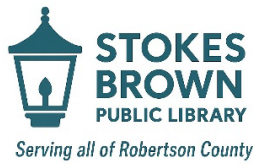
- The library maintains a classroom set of Chromebooks for use in the library. These may be checked out by patrons aged 18 or older for use in the library when they are not being used for library programming.
- Patrons must leave photo ID at the desk while using Chromebooks.
- Patrons may check out more than one device at a time for classes, tutoring, etc.
- The patron who checked out the device will be financially responsible for any loss or damage to the device.

- All devices are due 15 minutes before closing.
- Devices are first- come, first- served basis.
- Leaving a Chromebook unattended may result in suspension of Chromebook borrowing privileges.

Checking Out For Home Use

- There are a limited number of Chromebook devices for home use.
- Devices may be checked out for one week. They may not be renewed.
- Take home Chromebooks are only available to Robertson County residents.
- Lost or stolen devices must be reported to the library immediately.
- The overdue fine is \$3.00 per day until returned. Overdue fines accrue to a maximum of the replacement cost of the device.
- Devices may be deactivated beginning the day after their due date.
- A reactivation fee of \$5 will be charged to your account if the device is deactivated.
- The library cannot guarantee that internet filtering settings will function identically on all networks. Filtering may vary based on the settings of the internet service provider or network through which the Chromebook is connected.
- Multiple device deactivations (Chromebooks and/ or hotspots) will result in assessment of the applicable fines and a suspension of device borrowing privileges.
 - First occurrence: warning and applicable fees.
 - Second occurrence: two-month suspension of device borrowing privileges.
 - Third occurrence: one-year suspension of device borrowing privileges.

Board Approved 9/11/2026



Stokes Brown Public Library Chromebook Borrowing Agreement

By signing below, I acknowledge that I have read and agree to comply with the Chromebook Policy of the Stokes Brown Public Library.

1. I will check out a Chromebook using my own valid Stokes Brown Public Library card and photo identification. I understand that I must meet all eligibility requirements established by the library.
2. I understand that I am fully responsible for the Chromebook and any accessories issued with it while it is checked out to me.
3. I understand that I am financially responsible for any loss of or damage to the Chromebook and its accessories that occurs while the device is checked out to me. This includes damage caused by misuse, neglect, food or drink spills, or failure to exercise reasonable care.
4. I will inspect the Chromebook at checkout and immediately report any existing damage or operational issues to library staff. Failure to report existing damage may result in my being held responsible for damage discovered upon return.
5. I will return the Chromebook and all issued accessories by the due date and time established by the library. I understand that overdue fines, deactivation fees, and other charges may apply in accordance with library policy.
6. I understand that overdue Chromebooks may be remotely deactivated by the library.
7. I understand that all files, downloads, and personal data stored on the Chromebook may be deleted. The library is not responsible for lost files or data.
8. I understand that I am responsible for signing out of websites, applications, and online accounts that require personal credentials. The library is not responsible for unauthorized access resulting from my failure to log out of an account.
9. I will not install, remove, alter, or attempt to bypass any software, security settings, filtering systems, or device management controls installed by the library.
10. I understand that Chromebooks must be returned directly to library staff and may not be placed in a book drop. Devices returned in a book drop are subject to the fees and charges established by library policy.
11. I agree to comply with the library's Computer and Internet Use Policy and all other applicable library policies while using the Chromebook.
12. I will not allow children under the age of 14 use the device without adult supervision.
13. Filtering may vary based on the settings of the internet service provider or network through which the Chromebook is connected.

Note: The current replacement cost of a Chromebook is **\$384 plus a \$10 processing fee.**

Borrower Name: _____

Library Card Number: _____

Borrower Signature: _____

Date: _____