

**Verbal User Agreement/Contract for Chromebooks**  
**STAFF COPY**

**Patron Name** \_\_\_\_\_

**Patron Library Card #** \_\_\_\_\_

**Patron Phone #** \_\_\_\_\_

**Patron Address** \_\_\_\_\_

**Staff Initials (Patron Signature)** \_\_\_\_\_ **Date** \_\_\_\_\_

In an effort to improve flexible access to technology, the Stoughton Public Library is now lending Chromebooks to patrons age 12+ with Stoughton library cards in good standing. Chromebooks are **Property of Stoughton Public Schools**.

**Financial Responsibility**

In borrowing a Chromebook, the Patron accepts all responsibility for any damages to the device (with a **replacement fee of \$200**).

**Usage Agreement**

The Patron also agrees not to utilize the Chromebook in any way that would violate Stoughton Public Library policies, or federal, state, or municipal law. Patron will be issued 1 Chromebook and 1 charger. Chromebooks will return to default settings when the Chromebook is powered off. **No information will be stored**, so users are encouraged to save their work via USB, cloud-based service, or by emailing it to themselves. This Chromebook can be used to search the internet, check email, open flash drives, stream videos, check Facebook, and edit documents using Google Drive. **This Chromebook CANNOT print, run Microsoft Office products, or play CD/DVD discs.**

Take-home use: Users may borrow a Chromebook for up to 2 weeks on a first come, first served basis. These Chromebooks can be renewed for additional time. Chromebooks will return to default settings when the Chromebook is powered off then turned back on.

**Returning The Device**

**At this time Chromebooks can be returned to the Stoughton Public Library's bookdrop in the bag that it came in. Chromebooks CANNOT be returned at other OCLN libraries.**

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Last Updated : 6/18/2020

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**(UPDATED: 06/23/2020)LBB**