



## Equipment Use Agreement

### **General Information:**

- Chromebook borrowers must be over the age of 18.
- Chromebook borrowers must be cardholders of the library.
- Only the person who checked out the Chromebook may use it.
- Chromebooks are available on a first-come/first-serve basis only. No advance reservations are allowed.
- The library reserves the right to deny checkout of Chromebooks to any patron who has violated this agreement in the past.
- Chromebooks may not be used to engage in illegal activities or to interfere with or disrupt other patrons, library services, or equipment. No federal, state, or local laws can be violated when using a library computer.
- Chromebooks must be returned to a library staff member. At no time should a Chromebook be left unattended or put in the book return box.
- Lost/stolen/damaged Chromebooks will be the responsibility of the patron. Replacement /repair costs can be up to \$250.

### **By my signature below, I agree to all the following statements:**

- I have read, understand, and accept the above conditions as well as the library's computer use policy (available at [olivefreelibrary.org](http://olivefreelibrary.org)).
- I will not leave the Chromebook unattended.
- I accept full responsibility for the Chromebook and accessories and agree to reimburse the Olive Library for the full cost of repairing or replacing Chromebooks and accessories if they are stolen or damaged while they are checked out in my name. If the exact model is no longer available, the replacement cost will be the actual price of a similar Chromebook or accessory in terms of quality, durability, and performance.
- I will not alter computer hardware.
- I am responsible for copying and/or saving any data from the Chromebook. Employees are not responsible for lost or damaged documents, data, removable media, or equipment.
- Chromebooks must be returned in person, by the borrower. I will not drop off the Chromebook at the desk and leave it before it has been checked in.

- By checking out this Chromebook, I assume full responsibility for the basic care of the device.
- I understand that I am legally responsible for activities engaged in with the equipment I checked out and that I will be held legally responsible for any wrongdoings or illegal activity committed using that equipment.
- I authorize the library to release any relevant information about my identity to appropriate law enforcement officials if the library has reason to suspect that I have attempted theft of the Chromebook or have engaged in any illegal activity on it.

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Signature

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Date

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Print Name

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Phone Number