

# Ossining Public Library Chromebook Guidelines (During Library By Appointment)

## About

The Ossining Public Library offers Chromebooks for patron use within the Ossining Public Library Building.

These Chromebooks may be checked out, free of charge, by patrons who are WLS cardholders in good standing. Patrons wishing to check out a Chromebook must read these Guidelines and sign the User Agreement provided by the library.

## Chromebooks and Accessories Information

- Chromebooks:
  - Model: Lenovo 14e Chromebook, 8GB RAM
  - Software: Chrome browser
- Accessories:
  - Mouse (available for checkout)
  - Headphones (available for purchase, \$1.25 at the Circulation Desk)

## Borrowing Eligibility

- Chromebooks are available on a first-come, first served basis. Reservations for Chromebooks cannot be made in advance.
- Chromebooks may be borrowed by WLS cardholders with accounts in good standing and are lent at the discretion of the library.
- Patrons must be 13 years of age or older to borrow a Chromebook. If a patron under the age of 13 wishes to borrow a Chromebook, they must have a parent's signature on the User Agreement together with the parent's library card number. The parent's account must be in good standing.

## Borrowing Information

- Patrons who wish to borrow a Chromebook must leave an official photo ID (issued by a government agency, employer, or school) with staff until the Chromebook is returned. This ID will be kept at the Reference Desk.
- Chromebooks may be borrowed for sessions of up to 3 hours at a time with one session, per patron, per day to coincide with Library by Appointment reservations.
- Chromebooks must be returned to the Reference Desk 15 minutes before the end of the patron's Library by Appointment session. Chromebooks not returned by the end of the Library by Appointment session will be considered stolen.

## Use of Chromebooks

- Chromebooks must be used at designated tables.
- Headphones must be used for videos, music, gaming, and anything else that produces sound.

- The library may not have space to accommodate interviews, meetings, courses, and other activities that require speaking. Please consult with library staff.
- The library assumes no responsibility for damage to removable drives, loss of files, work, etc.
- Printing may be achieved by emailing print jobs to [OPLPrint@wlsmail.org](mailto:OPLPrint@wlsmail.org) or by using the computer designated as “Express,” located on the 2nd floor. Please ask staff about current costs for printing.
- Patrons borrowing a Chromebook must adhere to the Ossining Public Library’s Internet Acceptable Use Policy (printed copy available on request).
- Violation of guidelines may result in the forfeit of Chromebook borrowing privileges.

### **Technical/Computer Assistance**

- Staff will provide Chromebook users with a Getting Started guide on request as well as direct them to online resources that may help with a variety of topics.
- Staff at the Reference and Information desks will not be able to spend longer than a few minutes assisting each patron. For information about self-guided, tech-related resources, please speak with a staff member.

### **Checkout**

- Chromebooks will be checked out at the Reference Desk.
- Chromebooks and accessories borrowed will be inspected by staff and the borrowing patron at the time of checkout to ensure that the items are in good condition.
- Patrons must sign the User Agreement in person at the Reference Desk or online by agreeing via online form by [clicking here](#). If a patron has already signed, staff will check the database at time of checkout.

### **Check In**

- Chromebooks must be returned to the Reference Desk by the time due.
- All items will be inspected at time of check in to ensure that all items checked out are present and in the same condition as when the Chromebook and accessories were checked out.

### **Stolen, Lost, or Damaged Items**

- Patrons are responsible for any damage or loss of Chromebooks or accessories while they are checked out.
- Do not leave a Chromebook unattended at any time. If you need to step away, take the Chromebook to the Reference Desk, where you may temporarily leave it with a staff member.
- Lost or damaged items will be charged to the patron according to the following:
  - Chromebook: \$300
  - Charging Cord or Wall Adaptor: \$20
  - Mouse: \$10

### **Late Fees**

- If a Chromebook is kept past the end of the patron’s Library by Appointment reservation time, it will be considered stolen and reported as such.

## FAQ

- **Why isn't the Chromebook turning on?** Is it plugged in? Chromebooks may not be fully charged at the time of checkout. If you need a charging cord, please speak with Reference Desk staff.
- **How do I connect to the WiFi?** Please see the "Getting Started" guide, available at the Reference Desk.
- **What is the password?** There is no password for logging into a Chromebook. Please ensure that you are logging in as "Guest."
- **Can I renew the Chromebook?** You may use the Chromebook for the duration of your Library by Appointment reservation.
- **Where can I use the Chromebook?** Currently, while the library is operating under modified schedule and procedures due to COVID-19, patrons are required to use Chromebooks at designated tables on the 2nd floor.
- **If a Chromebook is prompted to update software or firmware, what should I do?** Chromebooks often receive updates. If you get a message or prompt asking for update approval, you may accept the update or ignore this message for the duration of your session. Please notify Reference Desk staff at the time you return the Chromebook.
- **A Note on Content:** The WiFi at the Ossining Public Library has content filtering in place to be in compliance with the Children's Internet Protection Act (CIPA). However, while this filter should prevent most pornographic and inappropriate material from being loaded on devices, the Ossining Public Library cannot guarantee that all inappropriate material will be blocked. Additionally, there is no guarantee that this device cannot be detected and used by outside parties.

## Chromebook User Agreement

I agree to comply with all of the following conditions:

I have read and understand the Ossining Public Library Chromebook Guidelines (printed copy available on request).

I will comply with all state and federal laws and the Ossining Public Library Internet Acceptable Use Policy (printed copy available on request).

I will not leave the borrowed Chromebook unattended at any time. I will, instead, leave it with a staff member at the Reference Desk if I need to step away.

I will not hold the Ossining Public Library responsible for data loss, breach of confidential information, or interception of any confidential information that may be the result of malicious activity by another wireless user, web site or software on any given wireless user's PC.

I understand and acknowledge that the Internet contains images and content that may be offensive or harmful to me or to others. I release the Ossining Public Library from all liabilities associated with the viewing of, use of or exposure to any information, picture, graphical representation or illustration I may encounter while using this device. I will not violate any state or federal statute including those regarding obscenity, pornography and the delivery of any such material to minors.

I understand that I create, store and use the personal data (including all files, folders and media) on this Chromebook at my own risk and that the Ossining Public Library is not responsible for the loss of any personal data (including all files, folders and media). I understand that, when this Chromebook is restarted, all files, folders, and media added will be permanently deleted.

I understand and accept that my failure to comply with the Ossining Public Library Chromebook Guidelines and User Agreement may result in suspension of borrowing privileges at the library or other appropriate legal action. I understand that if I lose or damage the Chromebook, the replacement cost will be \$300.00.

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Library Card Number \_\_\_\_\_

Signature \_\_\_\_\_