Mediapolis Public Library
Chromebook Lending Agreement

Adopted: 9 December 2025

Terms and Conditions

The Mediapolis Public Library has Chromebook kits available for use inside the Library and for external checkout outside the Library for users 18+ years or a high school student with parental/guardian signed consent. It is not required, but recommended that Chromebook borrowers under the age of 18 be supervised by a parent or guardian. Chromebooks for external checkout may be checked out for use outside the library for a 14-day loan period. Availability is on a first come, first service basis. Use of the laptops indicates agreement to the terms of the Chromebook Lending Policy & Agreement.

Borrowing a Chromebook:

- Must be a resident of Des Moines County or Louisa County.
- Must have an active card for at least 90 days prior to becoming eligible to check out the Chromebook (no overdue/missing materials or outstanding charges).
- Patron must be 18+ years or a high school student with parental/guardian signed consent.
- Must have a valid ID and/or parent/guardians government issued photo ID at the time of check out.
- Upon checkout, Library staff will confirm, in the presence of the borrower, that all items are present in the Chromebook kit.
- The patron must sign the Library Mobile Chromebook Agreement before a Chromebook can be checked out.
- Only one Chromebook may be borrowed by a household at any one time.
- Holds may be placed on Chromebooks.
- The loan period for mobile Chromebooks is 2 weeks and may be renewed once if there are no holds on the device.
- The Chromebook should be turned in directly to library staff because it must be verified that all components of the Chromebook kit are accounted for before it can be checked back in from the borrowing patron's account.

Overdue Chromebooks and Replacement Fees:

- **Overdue Chromebooks will be charged a $3 per day overdue fee.**
- After 30 days overdue, the Chromebook will be considered lost, and patron will be billed for the full replacement cost of the kit, should it be returned in good condition after 30 days, the patron will only be charged the late fee.
- Patrons who experience any problems with the Chromebook should return it immediately to the library. Borrowers should NOT attempt to repair the device.
- The borrowing patron will be responsible for lost or damaged Chromebooks and accessories (including theft thereof).
- **The cost to replace the library mobile Chromebook is $400.00, the charging cable is $10.00, and the case is $20.00. Total replacement cost is $430.00.**

Chromebook Use

Parents/guardians are responsible for the use of the Chromebook by minors. Unlawful use of the internet or use that violates the Library's computer and internet use policy is prohibited and may result in the loss of privileges. The Library is not responsible for personal information shared over the internet or for information shared over the internet or for information or websites accessed. The Library is not responsible for any liability, damage, or expense resulting from the use of the Chromebook.

Patron information is not tracked by the library or the service provider.

A late return of the Chromebook and/or failure to comply with the mobile Chromebook agreement may result in loss of Chromebook borrowing privileges. I have read the mobile Chromebook lending policy, and I agree to abide by this lending agreement.

Mediapolis Public Library
Library Mobile Chromebook Agreement

Chromebook #_____

Library Card Number: _____

Print Name: _____

Signature: _____

Parent/Guardian Print Name (if applicable): _____

Parent/Guardian Signature (if applicable): _____

Verified Address: _____

Phone #: _____ Email address: _____

Photo ID Type and #: _____

Check Out:

Initial if the statement is true.

_____ I agree that the mobile Chromebook is in working order upon checkout.

_____ I agree that the mobile Chromebook, charging cord & carrying case components are present at the time of check out.

_____ I understand that any information saved to the Chromebook will be erased at the time that it is returned. (We recommend using a personal external memory device for saving files.)

Date: _____ Patron Initials: _____ Staff Initials _____

Check In:

Initial if the statement is true.

_____ I agree that the mobile Chromebook is in working order upon check in.

_____ I agree that the mobile Chromebook, charging cord & carrying case components are present at the time of check in.

Date: _____ Patron Initials: _____ Staff Initials _____