Mediapolis Public Library
Chromebook Lending Policy

Adopted by the Mediapolis Public Library Board of Trustees
Adopted: 9 December 2025
Reviewed: 13 January 2026

The Mediapolis Public Library is pleased to offer Chromebooks for lending to Des Moines County and Louisa County card holders to increase their access to the Internet and the Library's many digital resources. Library patrons will be able to take advantage of our Chromebook lending program with their Mediapolis Public Library card account that is in good standing (no overdue/missing materials or outstanding charges).

Eligibility and Loan Period:
The Mediapolis Public Library lends Chromebooks to card holders ages eighteen (18) and older or high school students whose parent/guardian have read and signed the loan agreement form. The cardholder's account **MUST** also be in good standing and **MUST** have been active card holder for at least 90 days. The Chromebooks are limited to one (1) device per household at any given time. The lending period is fourteen (14) days. If there are no holds, a Chromebook may be renewed. Reserves are allowed if all Chromebooks are currently on loan. The library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning electronic devices. The patron or the patron's parent or guardian must present a current government issued photo ID with current address. If the address listed on the ID is not current, a piece of mail with the current address may be used along with the ID.

Checkout, Returns, and Lost/Damage Fines
To borrow a Chromebook, a patron must be a resident of Des Moines County and Louisa County, and have a library card account in good standing. The patron must complete a loan agreement form. If the patron is a student under the age of 18, the parent/guardian must fill out and sign the form. Once a Chromebook is checked out to a patron, it becomes the responsibility of that patron. Any changes in condition or content while in the patron's care will be the patron's responsibility. The patron is responsible for damage, loss, and theft. If any technical problems are encountered, patrons should return the device immediately to the Circulation Desk. Chromebooks **MUST** be returned to a staff member at the Mediapolis Public Library during operating hours. There is a $3 late fee for each day the Chromebook kit is not returned on time. If the device is lost, stolen, or broken beyond repair, a $400.00 replacement cost will be charged to your library account. Patrons are responsible for replacement costs if any part of the Chromebook kit is lost, stolen, damaged, or not returned.
Three (3) late returns for any Chromebook checkout will result in that patron losing device borrowing privileges for 30 days. If returned late a fourth (4th) time, the patron will lose device borrowing privileges for six (6) months. After five (5) late returns, the patron will be banned from borrowing any devices for life.

Internet, Device, and Information Use/Misuse
The Mediapolis Public Library is not responsible for any liability, damages or expense resulting from the use or misuse of the Chromebook device, connection of the device to other electronic devices, or data loss resulting from the use of device and/or connection to the Internet. Wireless security is not implied. The user acknowledges and accepts all risks associated with the use of the wireless data device. There is no warranty, express or otherwise.

The Mediapolis Public Library is not responsible for any information a user accesses and encounters using a Chromebook or any actions a user takes while online. The Chromebook should **NOT** be used to access online content determined to be illegal or obscene according to federal, state or municipal law will result in the revocation of Chromebook borrowing privileges and potentially criminal prosecution. Any use of the device for illegal purposes, unauthorized copying of copyright protected material in any format, or transmission of threatening, harassing, defamatory, or obscene materials is strictly prohibited. The user will not tamper with the Chromebook (hardware and software), or attempt to open, repair or modify the Chromebook in any way.

Privacy Terms

User internet usage is not tracked by the Library or the Internet service provider. The Library does not have access to or collect specific usage data. The Library does not provide patron information to the service provider. The only data the Library collects about the Chromebooks are the following: total amount of data transmitted and received by each device during a billing cycle, and anonymous circulation data related to the number of checkouts of each device.

The Library and the Internet service provider do not monitor or track the websites that a user visits or the information that a user enters and/or submits online (i.e., usernames, passwords, credit card information, etc.).