



26300 Evergreen Road, Southfield, MI 48076  
(248) 796-4200

## ***Chromebook Lending Program***

### **Who can check out Chromebooks?**

- Any patron with a current Southfield Public Library card who is a resident of Southfield or Lathrup Village.
- There is not an age restriction on Chromebook check outs.
- Check outs and returns are required to be done at the circulation lobby desk only.
- Patrons can call the Tech Help line (248-796-4358), or contact a Computer Assistant to place a hold on a Chromebook for pick-up at the circulation desk lobby.

### **How long can I keep a Chromebook?**

- Chromebooks are available for three weeks and are renewable twice if there are not any holds from other patrons.
- Patrons can renew their Chromebook using the catalog to login to their account or call the Renewals phone line at 248-796-4208.

### **What if I return it late or damage it?**

- The borrower is responsible for any loss or damage to the device while in their possession.
- Patrons who return Chromebooks in the book drop and not at the Circulation Desk will be charged a \$15.00 fee.
- Replacement and damage fees apply to any Chromebook, power cord, mouse, or carrying case that is returned in a damaged condition.
- Any borrower who modifies a Chromebook, and that modification voids the device warranty (e.g., jailbreaks the device), will be charged for the replacement cost of the device.

## **Fees and fines for overdue, lost, stolen, or damaged Chromebook Kit materials.**

- The policy for Chromebooks returned after the due date are in accordance with the overall [library policies for borrowed materials](#).
- Fees for loss or damage will be charged to the borrower.
- Chromebook           \$       300.00
- Power Core           \$       25.00
- Mouse                 \$       10.00
- Carrying Case        \$       18.00

## **Borrowers Responsibility of Use.**

- The Chromebook must be returned in the same condition that it was borrowed.
- Patrons must not add or remove apps, download programs, or change the configuration in any way. Patrons who borrow a Chromebook agree to not alter the Chromebook in anyway.
- Borrowers are required to report any problems experienced with the Chromebook during their borrowing period. The working condition of the Chromebook will be assessed before checkout and upon its return.
- The borrowing Patron is responsible for deleting files saved to the Chromebook. The library will make a good faith effort to delete all files when the Chromebook is returned but does not take responsibility for or guarantee the full deletion of all or any files.
- Chromebooks will be wiped of information upon return, please ensure anything you have saved is stored elsewhere when you return the item.