



## CHROMEBOOK USE POLICY

The Winona Public Library offers patrons the opportunity to borrow Chromebooks for use within the library for educational and recreational purposes.

### ELIGIBILITY

- Patrons age 16 and over with a valid Winona Public Library card in good standing.
- Library programs have priority use of the Chromebooks.

### LOAN PERIOD AND LIMITATIONS

- One Chromebook may be borrowed per library card.
- Chromebooks are available to patrons on a first-come, first-served basis from the Reference or Youth Services Desk.
- The Chromebook must be returned to the location you checked it out 30 minutes prior to closing.
- Chromebooks cannot leave the library, or be taken into the restroom or left unattended. The devices may be given to a staff member at the Reference or Youth Services Desk if the user is going to be away momentarily.
- The [Winona Public Library Computer and Internet Use Policy](#) applies to use of the Chromebooks.
- Downloading additional software is not permitted.
- All files and downloads will be deleted when the Chromebook is logged-off, restarted or shutdown, and all default settings will be restored at that time.
- The user is responsible for saving their work prior to logoff. There is no possibility of recovering files after the system has logged-off, restarted or shutdown.
- Printing is available via emailed attachments sent to the Print Cloud at [print@ricohprintcloud.com](mailto:print@ricohprintcloud.com).

### LIABILITY

Staff will inspect each Chromebook after patron use. Patrons are responsible for any changes in condition while in their care and for replacement costs for damage, loss or theft of a Chromebook (replacement cost: \$300.00). Chromebooks that are not returned will be remotely disabled and charged the replacement cost.

### DISCLAIMER

The library is not responsible for damage to removable storage devices, lost or corrupted files, or viruses transferred to removable storage devices.

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