

Peabody Institute Library Chromebook Circulation Policies - In-Library Use

A valid NOBLE library card with no lost or billed items and/or overdue fines over \$50.00 is required to borrow a Chromebook. Borrowers must be 13 years or older.

Please sign the [Lending Agreement](#) each time you borrow a Chromebook.

General policies:

- The Library is not responsible for any information accessed or action taken by a patron while using a Chromebook.
- Chromebook use is subject to the Library's Internet Access Policy.
- The borrower agrees to protect, save and keep the City of Peabody, the Library Board of Trustees, the Library Director, their agents and employees forever free and harmless, and indemnified against any and all costs or expense arising out of any accident or other occurrence causing injury to any persons or property as a result of using library-owned technology.
- Peabody Institute Library and the Library Board of Trustees are not responsible for the loss of any data while using a Chromebook.

In-library use policies:

- In-library Chromebooks are checked out for 3 hours at the Public Services Desk, and may not leave the library.
- Chromebooks are checked out with a case, charger, and an optional mouse, and must be returned with all of these items.
- Chromebooks are checked out to your library card, and we will hold your ID while you are using the Chromebook, to be returned when you return the Chromebook to the Public Services Desk. If you don't have a library card, you must get one in order to use the Chromebook. For visitors or non-residents, you may leave your ID and keys or some other kind of collateral.
- The Library is not responsible for any information accessed or action taken by a patron while using a Chromebook.
- Chromebook use is subject to the Library's Internet Access Policy.
- If any technical problems are encountered, please should notify the Public Services Desk immediately and return the device.
- Librarians are not always able to help with longer, detailed technology questions. Please ask the staff to help you make an appointment with our Tech Help Specialist for one on one tech help.