

Peabody Institute Library Chromebook Policies - Outside Circulation

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

Please sign the [Lending Agreement](#) for 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.

Circulating policies:

- Circulating laptops are checked out for 2 weeks and are not renewable.
- You must have a library card in good standing in order to check out a Chromebook.
- **Circulating Chromebooks must be checked out and returned to the Main Library Public Services Desk. They must be returned with the chargers and cases.**
- In accordance with our fine-free policy, Chromebooks will not be fined if returned late. They will be marked and charged as lost if they are returned more than 2 weeks late.
- You will be assessed the replacement price for Chromebooks not returned within 2 weeks of their due date, or if Chromebooks are returned damaged or parts are lost.
- Chromebooks must be kept in a temperate environment (not left in vehicles or in extreme temperatures).
- If any technical problems are encountered, please notify the library immediately and return the device. For basic assistance in the operation of the library's Chromebooks, borrowers may call the library during normal business hours, 978-531-0100.
- Librarians cannot give detailed instructions or assistance over the phone. Please bring the Chromebook into the library and make an appointment with our technology staff for help.