

Ventura County Library - Chromebook Lending Agreement

Ventura County Library offers Chromebook laptops for checkout to support digital access, learning, and equity. By signing this agreement, you acknowledge and agree to the following terms and conditions:

Eligibility and Loan Terms

- Borrowers must be **18 years or older** and have a **Ventura County Library card in good standing**.
 - Chromebooks are available on a **first-come, first-served** basis.
 - The loan period is **21 days** and is **not renewable**.
 - Only **one Chromebook** may be checked out per library card at a time.
 - Chromebooks and accessories may be returned directly to Library staff at **any Ventura County Library location**.
 - **Do not return Chromebooks in the book drop.** Doing so may result in damage charges.
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User Responsibilities

- The borrower is responsible for the **full replacement cost** if the Chromebook, power adapter, or case is lost, stolen, or damaged.
 - Estimated replacement costs:
 - Chromebook: \$359.99
 - Charger: \$25
 - Case: \$25
 - Chromebooks must be returned **in the same condition** as when borrowed.
 - Chromebooks must be **powered off and placed in the case** before returning.
 - **The Library is not responsible for any lost or corrupted files or data saved to the device.**
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Late, Lost, or Unreturned Devices

- Ventura County Library is a **fine-free** system; however, borrowers are **responsible for returning items on time**.
- If a Chromebook is **not returned by the due date**, the device will be **disabled remotely** and rendered unusable.
- If a Chromebook is **not returned within 27 days** after the due date, it will be considered **lost**, and the borrower will be billed for the actual replacement cost.
- If a Chromebook or accessory is returned in damaged condition, it will be considered non-functional, and the borrower will be billed for the actual replacement cost.
- Borrowing privileges may be suspended until the Chromebook is returned or paid for.

Privacy and Data

- Chromebooks are **managed devices**. All personal information, search history, and account logins will be **cleared upon device restart**.
 - Patrons are responsible for logging out of personal accounts and saving any needed files to **external storage or cloud accounts** prior to return.
 - The Library cannot guarantee privacy nor recover data left on returned devices.
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Verification of address and telephone number (to be initialed by staff when verified)

_____ Unexpired government issued ID. **Name must match patron record in Symphony.**

_____ Mail or document dated within the last 90 days showing the borrower's name and address. **Address must be either the primary or secondary address in Symphony.**

_____ Telephone number must be in service. **Telephone number should match patron record in Symphony. Staff to call number to verify it is a working number.**

Agreement and Signature

By signing below, I acknowledge that I have read, understand, and agree to the terms and conditions listed above. I accept full responsibility for the Chromebook and its accessories during the loan period. I understand that I will be billed actual replacement costs for any lost or damaged Chromebook and accessory.

Name (Printed): _____

Library Card Number: _____

Phone Number: _____

Email: _____

By signing this form, I agree to abide by all the terms and conditions of this agreement.

Signature: _____

Date: _____

Item Barcode: _____