

Clay County Public Libraries

Chromebooks

- Chromebooks are checked out at the Circulation Desk.
- Chromebooks can be reserved.
- A valid photo ID and a Clay County Public Library card is required to check out a Chromebook. Clay County Public Library cards must be current and in good standing to check out a Chromebook.
- Borrowers must be 18 years or older. Due to the high cost of these items, a patron may check out a Chromebook only on his or her own library card. The loan period for a Chromebook is two (2) weeks; checkout is limited to one per borrower.
- The Chromebook must be returned to the Circulation Desk where checked out complete with bag and power supply cord. Do not place Chromebooks in the book drop.
- The late fee for a Chromebook returned overdue is \$1.00 per day.
- The replacement fee for a Chromebook (or its accessories) that is lost, stolen, damaged or not returned will be charged to the library card at current replacement cost.
- Please ask Library staff if you have any questions concerning the Chromebooks.

Due to the limited technical support available through the Library, it is recommended that patrons have a beginner's level experience with using a laptop computer.

Please note that Microsoft Office is not installed on the devices. Google offers its own similar production software freely through your personal account (i.e. Google Docs).

Visit <https://support.google.com/chromebook/> for help and assistance using the Chromebook.

Chromebook General Policy

- A physical inspection of the Chromebook prior to checkout was performed and found it to be in good working order. Patrons will allow at least five minutes for a library staff member to check the equipment again upon its return.
- Patrons may not alter, delete, copy, or tamper with any software loaded on the Chromebook or otherwise change its existing configuration. Patrons may not install software on the Chromebooks.
- The Library is not responsible for damage to an external device (i.e. a flash drive or other external device) or for the loss of data that may occur while the Chromebook is in use.
- The Library is not responsible for any objectionable material that may be found on the Internet while using a Library Chromebook.
- The Library is not responsible for any personal information a user willingly posts or transmits, nor the security of any online personal or financial transactions.

- Chromebooks may not be used for or to engage in illegal activities. No federal, state or local laws may be violated when using a library Chromebook.

Please be aware when downloading data to your removable media that software or files downloaded from the Internet, or from any unknown computer, may contain viruses or malware. Patrons should not assume the Clay County Library Chromebooks have adequate virus checking software on them to protect all data. The Library does not warranty against data loss or damage to your personal devices while using a Library Chromebook and installed software.

Chromebooks are available through the Cares Act Grant facilitated by the Northeast Florida Library Information Network (NEFLIN).