



# Technology Borrowing Policy for for New Rochelle Public library patrons

## (Chromebooks, iPads and Hotspots)

The New Rochelle Public Library (NRPL) is pleased to offer New Rochelle residents with a NRPL library card, in good standing, the opportunity to borrow Wifi enabled Chromebooks, iPads and Hotspots.

### **Availability:**

Adults eighteen and older can check out Chromebooks, iPad **OR** Hotspots

1. A patron's library card and photo ID must be provided at check-out.
2. Patrons can borrow one device at a time.
3. Patrons can not change the device's existing configuration. They cannot delete, or download any software, apps, etc.

### **Check-out Procedure**

A patron borrowing a NRPL Chromebook, iPad **OR** Hotspot must read and agree to the New Rochelle Public Library's Technology Lending Policy and Computer and Internet Use Policy.

1. Patrons may place a hold on a Chromebook, iPad or Hotspot for a specific date by using the public catalog. Only one device can be placed on hold at a time.
2. Patrons can also check out a device during library hours if one is available.
3. Patrons will pick up a device on the day reserved. Patrons will have two days to check out the device before the hold is canceled.
4. Patrons borrowing a Chromebook, iPad **OR** Hotspot will be required to sign an agreement of understanding.
5. Patrons must present a current New Rochelle Public Library card with a photo Identification.
6. Staff will ensure that the unit is intact and functional at the time of check out .

### **Loan Period and Renewals:**

- The checkout period for Chromebooks, iPads **OR** Hotspot is three weeks.. Chromebooks and IPADS will be automatically renewed and the checkout period will be six weeks.
- All equipment must be returned on or by the due date to avoid late fees.

Approved: Board of Directors, New Rochelle Public Library  
Date: November 9, 2023



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### **Return Procedure:**

1. NRPL Chromebooks, iPads or Hotspots must be returned in person to the New Rochelle Public Library. They cannot be deposited into the book drop.
2. The Chromebook will be restored to factory settings upon return for privacy purposes. The patron is cautioned to save files on his/her flash drive, cloud account, or e-mail them as an attachment.
3. iPad users are to sign out of their Apple Id account. Must delete any downloaded apps.

### **Fines and Liability:**

1. The borrower assumes all liability for the cost of repair or replacement in the event of loss, theft, damage, negligence, or misuse.  
Replacement Costs:
  - Chromebook - \$250
  - iPad-\$250
  - Hotspot-\$50
  - Power cord- \$10
  - Carrying case-\$10
2. An overdue fine of \$5 per day with a maximum fine of \$25.00 will be levied for overdue devices.
3. A patron's privilege to check out a device may be suspended if the patron violates library policies.

### **Troubleshooting Problems & Questions:**

- If a patron experiences problems or has questions about the device, they should call the Information Desk at 914-813-3718
- The borrower will be held financially responsible for any damage to a device.
- The New Rochelle Public Library will not assume responsibility for loss of data that may occur due to viruses, software failure, network failure, electrical failure.
- Chromebooks and iPads do not have filtering software and so the library will not be held liable for any inappropriate content viewed or accessed