

**Beauregard Parish Library
Chromebook Checkout Agreement**

Patron Name: _____

Driver's License #: _____

Library Card #: _____

Staff Initials: _____

In this agreement, "we", "us", and "our" means the Library.
"You" and "your" means the patron / user of the Library. The
"property" is a Chromebook owned by the Library with the following
barcode (accession) number:

Barcode (Accession) #: _____

Terms: You will comply at all times with the Beauregard Parish Library's Chromebook Checkout Agreement, incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession effective immediately and the Library may repossess the property.

Title: Legal title to the property is in the Library and shall at all times remain in the Library. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement.

Loss Or Damage: **If the property is damaged, lost, stolen, or not returned, you will be assessed fees and charges up to \$485.** Loss or theft of the property or damage due to fire must be reported to the Library by the next day after the occurrence.

Repossession: If you do not fully comply with all terms of this Agreement, including but not limited to the timely return of the property, the Library shall be entitled to declare you in default and come to your place of residence, or other location of the property, to take possession of the property.

Term Of Agreement: Your right to use and possession of the property terminates not later than the last day of the checkout period, unless terminated earlier by the Library.

Appropriation: Failure to return the property in a timely manner and the continued use of it without the Library's consent may be considered unlawful appropriation of the Library's property.

Please Complete:

Patron's Signature

Date

Print Name

Contact Number

Chromebook Due Date: _____

Eligible For Next Checkout On: _____

Staff Use Only

Staff Initials: _____

Library Branch: _____

Barcode (Accession) # _____

(Note: If there is damage to the Chromebook or accessories, please refer to the Damage Log.)
Complete inventory checklist on reverse side, patron must sign completed column before
checkout & check-in.

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Chromebook Checkout Agreement**

Chromebook Circulation Summary

Chromebook borrowers must:

- Be 18 years or older.
- Have a valid government-issued picture ID with current address, and show this ID at checkout.
- Have a valid Beauregard Parish Library card or LSW card in good standing for at least 3 months with a successful checkout and return, and show this card at checkout.
- Agree to the terms of checkout by signing and initialing key points on the Chromebook Checkout Agreement.

Chromebook Checkout Agreement Review

Borrowers: Please read this entire document carefully and initial each of the lines below:

- Chromebooks may not be used for any illegal purposes.
- Chromebooks are checked out for a period of 7 days. The borrower is eligible to check out another Chromebook 7 days after the last Chromebook check-in.
- Chromebooks may only be checked in or out during open hours, ending 30 minutes before closing time.
- Chromebooks may not be renewed under any circumstance. If the Chromebook is not returned on time, an overdue fee of \$10 per day will be assessed to the borrower.
- Chromebooks are available on a first-come, first-serve basis, they cannot be reserved or "held".
- Chromebook borrowers bear the responsibility for damage to the Chromebook and accessories due to neglect, abuse, loss, or physical damage.
- Each borrower and family may only check out 1 Chromebook at a time, this means 1 Chromebook per cardholder and per address.
- If a Chromebook is stolen, the borrower is responsible for any overdue fines accrued before the theft is reported to the library and substantiated with a police report.
- Failure to adhere to any portion of the Chromebook Checkout Agreement will result in the patron's Chromebook checkout privileges being permanently revoked.

Chromebook Inventory Checklist

To be completed by staff & signed by the borrower, if there is damage, please refer to the Damage Log.

Chromebook Barcode (Accession) #: _____

Inventory	Cost	Checkout	Check-In
Chromebook	\$320 (Lenovo 14e) \$400 (Lenovo 14e Gen 2)		
Chromebook case	\$20.00		
Chromebook guide & manual	\$5.00		
Chromebook power adapter & cord	\$60.00		
Physical damage	\$25.00		
Chromebook boots successfully	—		
Patron signature	—		
Staff initials	—		