

Circulation of Electronic Devices

Overview

Yolo County Library circulates Electronic Devices (Chromebooks and Hotspots). Electronic Devices are available to Yolo County Library patrons in good standing (do not owe more than \$10 in overdue fees). No more than 1 of each specific item may be checked out at a time. Electronic Devices do not circulate to patrons using Access Cards or General Delivery addresses. Electronic Devices will circulate for 1 week. Items may not be placed on hold or renewed. Items must be returned to the service desk at the library where they were borrowed.

ELECTRONIC DEVICES ITEM TYPE – Parts List

Chromebook

- Lenovo N22 Chromebook
- Carrying Case
- 2-piece Power Cord
- Instruction Cards attached to the Case handle by a ring

Hotspot

- Alcatel Linkzone 4G LTE mobile hotspot
- Wall Charger
- USB Cable
- Plastic Box

ELECTRONIC DEVICES ITEM TYPE – Loan Rules

1. **Loan Periods:** Each Chromebook and Hotspot will have a seven day loan period. Customers receive a courtesy notice (by email) 2 days before the item is due. Customers receive an overdue notice at 1 day overdue (by email or phone or mail).
2. **Renewal Policy:** Non-renewable
3. **Place Requests:** Non-holdable
4. **Overdue:** Overdue fines for Chromebooks and Hotspots will be \$1/day; maximum fine \$25.00.

5. **Returning Materials:** Chromebooks and Hotspots must be returned in person to library staff during open hours at the branch from which they were borrowed (the Library does not have a reliable method of sending Electronic Devices from one branch to another).
6. **Release of Liability Waiver:** No Liability Waiver is required.
7. **Lost or Damaged Materials:** Lost or damaged Electronic Devices will be charged the full replacement cost of the item. "Damaged" means that an electronic device is no longer usable or impedes patron use. Lost or damaged peripheral pieces (charging cord, carrying case, box) will be charged at the replacement cost of the part (see replacement cost chart).
8. **Hotspots** that are not returned on the due date will have service turned off at three days overdue by Central Service staff.
9. **Notices:** Electronic Devices sixteen days overdue will be marked lost and billed to the patron. (First overdue notice sent at 1 day overdue, billing notice sent out at 8 days overdue). Only Central Service staff shall call patrons with long overdue items for replacement consideration.
10. **Limit** of two (2) checkouts of Electronic Devices per card. Library Staff are responsible to make sure only one (1) Chromebook and/or one (1) Hotspot is issued per card.

Instructions for Staff When Chromebook is Returned

1. Ask the patron to wait while you check the Chromebook
2. Make sure Chromebook powers on.
3. Make sure power supply powers the Chromebook.
4. Inspect Chromebook and power supply to see that there is no damage; e.g., no cracks, no loose keys, no dead spots on screen, the cord is intact, nothing is wet or sticky, etc.
5. Reset the Chromebook so the previous user's information is erased:
 - A. Sign out of the Chromebook (if necessary).
 - B. Press and hold **Ctrl + Alt + Shift + R**.
 - C. Click **Restart** to restart your Chromebook.
 - D. In the box that appears, click **Powerwash**.
 - E. Confirm Powerwash. Click **Continue**.
 - F. Wait for home screen to come back up (approximately 60 seconds).
 - G. Close the Chromebook to turn it off.

6. Ensure instruction cards on ring are inside bag.
7. Check in item if everything looks good.
8. Place device and charger into box and plug into power strip in box.
9. Place bag with notes inside box next to charging Chromebook.

Instructions for Staff When Hot Spot is Returned

1. Ask patron to wait while you check the Hotspot
2. Check to make sure Hotspot, USB cable, wall charger and box are present
3. Check to make sure Hotspot powers on
4. Check in item if everything looks good, check to see if it had been deactivated and email the appropriate person to have the hotspot turned on
5. Place device in designated location

Replacement costs:

Item	Cost	Process Fee	Total Charge
Chromebook	\$260.00	\$5.00	\$265.00
Chromebook Charging Cable	\$15.00	\$5.00	\$20.00
Chromebook Carrying Case	\$15.00	\$5.00	\$20.00
Chromebook Instruction Cards	No charge	No charge	No charge
Hotspot	\$25.00	\$5.00	\$30.00
Hotspot Charger & USB Cable	\$7.00	\$5.00	\$12.00
Hotspot Box	\$2.00	\$5.00	\$7.00

Suppliers for Chromebook and Hotspot parts (9/2017):

Chromebook carrying case: https://www.amazon.com/Qishare-Multi-functional-Business-Briefcase-Messenger/dp/B012K4ZW88/ref=sr_1_6?s=electronics&ie=UTF8&qid=1493227597&sr=1-6&keywords=sleeve+for+lenovo+12+inch

Chromebook Power cord/charging https://www.amazon.com/Charger-Chromebook-Winbook-Ideapad-Adapter/dp/B01LX8AIZY/ref=pd_cp_147_1?encoding=UTF8&pd_rd_i=B01LX8AIZY&pd_rd_r=F6V1X1DDYF6MF7V6N41E&pd_rd_w=yUwt7&pd_rd_wg=Me6H8&psc=1&refRID=F6V1X1DDYF6MF7V6N41E

Hotspot cable and wall charger

https://www.amazon.com/LG-MCS-02W-SGDY0017903-Travel-Charger/dp/B00ED2OTO4/ref=sr_1_20?ie=UTF8&qid=1513897913&sr=8-20&keywords=micro+usb-B+cable+and+wall+charger&pldnSite=1

Hotspot box <http://www.containerstore.com/s/office/office-supplies-accessories/modular-office-storage-cases/12d?productId=10032264>