

[Borrower No:\_\_\_\_\_]

## Lending Library Device Loan Agreement

This agreement covers the loan of a Chromebook from Salford City Council and the Salford Employment Hub. It is intended to outline your responsibilities and safeguard your rights.

### Borrowing a Chromebook

1. Individuals borrowing a Chromebook will have completed a referral form through the Employment Hub.
2. The individual borrowing a Chromebook must hold an active membership with Salford Community Libraries.
3. **When collecting the Chromebook from the library you will be required to provide proof of your residential address.** This should be a document with your current home address on it e.g., a bank statement or utility bill and dated within the last 3 months.
4. Each Chromebook will be loaned along with:
  - A charging cable
  - A charging plug
  - A carry case
  - MiFi device
  - SIM card
5. The Chromebook, charging kit, and carry case must be returned to the organisation you borrowed it from after the agreed loan period.
6. Please note the Chromebook you have loaned may have filters and restrictions applied, which limit access to particular applications, websites, and programmes.
7. You agree to use the Chromebook in line with the Acceptable Usage Policy.
8. You are fully responsible for the Chromebook, charging kit, and carry case while they are on loan to you. Please ensure that they are returned to the organisation in the condition in which they were loaned to you.
9. It is your responsibility to store the Chromebook safely when not in use and you are not permitted to loan the Chromebook, charging kit, or carry case to anyone else.
10. By borrowing a Chromebook, you agree that the Employment Hub may from time to time send notifications to the Chromebook, alerting you to digital inclusion opportunities.
11. You agree to respond to any contact from the library or Employment Hub throughout the duration of the loan.

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### **Damage or Loss of the Chromebook**

1. You must inform your Employment Hub Advisor immediately if the equipment is damaged, lost or stolen.
2. Salford Council and/or the Employment Hub cannot be held responsible for any loss of data or damage incurred while using the Chromebook.
3. Should you break the terms of the Acceptable Use Policy or wilfully misuse or damage the Chromebook, charging kit, or case, you may be asked to return the equipment and prevented from any further loan of kit.

### **Returning the Chromebook**

1. The library will send you a reminder when your Chromebook is due to be returned.
2. When returning the Chromebook please ensure the Chromebook is cleaned and battery charged to at least 50%. The Chromebook must be returned with the charger and carry case.
3. The Chromebook must be returned on the agreed date to the point of issue and no extension of use will be granted.
4. You must be present when the Chromebook is returned and while checks are being carried out by SCL staff.
5. In the event the Chromebook is not returned on the agreed date, we will remotely disable the device. If the Chromebook is not returned to the library it will be regarded as stolen property and reported to the authorities.

### **Your Data**

1. All Chromebooks returned to the libraries will be securely wiped and reset; all personal data will be deleted.
2. Please note that Salford Council, the Employment Hub and Salford Community Libraries are not responsible for any loss of data from the equipment. You won't be able to access data that has been stored on a digital Chromebook after it has been reset, including photos, browsing history, downloads, files, and passwords.

### **Monitoring and Online Safety**

1. Chromebook access can be reset remotely, which will enable us to prevent access to the Chromebook if it is lost or stolen.
2. If you have lost your password or have given it to someone and need to reset it please take the Chromebook to Pendleton library for support in resetting your password.

**For information about how we process your data, please visit: [salford.gov.uk](https://salford.gov.uk) and search 'privacy notice'**

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**I have read and understood the loan agreement:**

Print name:

Signature:

Date:

Chromebook number: