Lake Travis Community Library
Chromebook Lending Agreement

Purpose

The Lake Travis Community Library lends Google Chromebooks to help bridge the digital divide and improve access to information within the library district.

What is a Chromebook?

A Google Chromebook is a touch-screen laptop computer. It allows access to your Google Workspace and other Chromebook features when logged in with your Google account; logging in as a guest allows internet access only.

Eligibility

- Chromebook checkouts are limited to one device per library account.
- The library account must be in good standing.

Borrowing and Returning

- Chromebooks can be borrowed from the main library and bookmobile.
- Chromebooks may be returned inside the library at the circulation desk or on the bookmobile. Please do not return Chromebooks to the outside drop boxes.
- Altering or modifying the configuration of the Chromebook is prohibited.
- Each Chromebook will be factory reset after it is returned and before it checked out to the next patron.

Late, Lost, and Damaged Chromebooks

- Lost or damaged Chromebooks will incur a charge of $100.00 on the borrower's account.
- Lost or damaged accessories (power cords and/or case) will incur a charge of $15.00 per accessory item.

User Agreement

Patrons may not send, receive or display text or graphics that may reasonably be construed as obscene. Patrons may not use this device for any illegal purpose. Patrons may not in any way alter, reconfigure, or damage the Chromebooks. Patrons may not attempt to access unauthorized data and data belonging to others. The library is not responsible for the accuracy or content of any information found on any site. It is recommended that particular caution be exercised when obtaining financial, medical, or legal information from the internet. As with other library materials, it is the parent or legal guardian of minor children who must assume ultimate responsibility for supervising access to internet resources. By checking out and using the Chromebook, the borrower agrees to abide by this agreement, and all state and federal laws.

Getting Started

Power up the Chromebook by pressing the power button ⏻ on the right side of the laptop. It is necessary to connect to the internet in order to set up the Chromebook for the first time. After the Chromebook powers on, click *Get Started* and connect to a WiFi network*.* Review Google terms of service and select *Accept and Continue.*

Set up the device for yourself, a child, or select *Browse as Guest.*

Setting up the Chromebook for Yourself with a Google Account

Follow on-screen prompts to sign into your Google account and set up the Chromebook. Users signed in with a Google account have easy access to the contents of their Google Drive and can download new apps to the device.

Setting up the Chromebook for a Child

Set up the Chromebook for a child to use parental controls like app approval and screen time limits. If the child does not have a Google account, you can create an account on the set up screen. Adults can use the Google Family Link app to manage the child's Chromebook settings and activities.

Browse as Guest

If you prefer not to sign in with a Google account or do not have one, you can choose *Browse as Guest* at the bottom left of the screen. Guest mode is a temporary user account offering limited usability. All data and files are reset after signing out of the guest account. A guest can browse the internet, download files, take pictures using the Camera app, and change limited settings, but will not be able to download new apps. The guest user won't have access to files, apps, and Google accounts from other users on the Chromebook.

1. **Chromebooks have a shelf, or taskbar, at the bottom of the screen.** Your shelf has a Launcher key ⊙; pinned applications, websites, and files; the current date and time; and a control panel. Select Launcher to view all of your files and applications. Frequently used and pinned apps will sit in the center of the shelf; select an icon to open the app. Selecting the date will bring a full calendar into view. Selecting the time will bring up a control panel where you can access WiFi and bluetooth settings as well as other common system settings such as display brightness and sound volume.

2. **Connect your Chromebook to WiFi** through the control panel by selecting the time in the bottom right hand of the screen. Select *not connected* ▽ and toggle WiFi to *on.* Select your desired network and enter the network's password if one is required. Note: If you see your WiFi network name and a signal strength, your Chromebook is already connected to WiFi.

3. **You cannot add apps and shortcuts to your desktop** wallpaper or background. Instead, you can pin apps or webpages to the screen's shelf. Access all of your applications and files by selecting the Launcher key. To pin an app to your shelf, right click or tap and hold and select *Pin to shelf.* To pin a website to your shelf, make sure that its tab is active in Chrome and then click the triple-dot button in the top-right corner of Chrome, click *More tools* and then click *Add to shelf*. Websites cannot be pinned to your shelf when logged in as a guest.

4. **The Chromebook can be turned inside out** so that the screen is accessible like a tablet. The keyboard will go dormant while the screen is turned around to prevent unintended keystrokes.

5. **To install an app, find the Google Play Store in Launcher.** Choose or search for an app and select *install.* Now you can locate this app in the Launcher menu and pin to your shelf for quick access. Apps cannot be installed when logged in as a Guest.

6. **Chromebooks offer limited offline access.** Offline access must be configured while connected to the internet. To access Google Workspace files offline, install the Google Docs Offline Chrome extension. Please note not all apps offer offline access.

Printing from a Chromebook

You can print from your Chromebook with most printers that connect to a WiFi network or through a wired connection. Currently, Chromebooks do not support Bluetooth printing.

Important: Your printer and Chromebook must be connected to the same network if using WiFi printing.

1. Turn on your printer.

2. Connect your printer to the network, or connect the printer and Chromebook using a USB cable. If you need help, follow your printer manufacturer's instructions.

3. If you haven't yet, turn on your Chromebook and sign in.

4. If using WiFi printing, connect your Chromebook to the same network as your printer.

5. To print the page, image, or document you're viewing, press Ctrl + p.

6. Next to "Destination," select the *Down arrow*.

7. Select *See more…*

8. Choose your printer. Tip: Some printers will automatically show up on this list. If you do not see your printer on the list, select *Manage*.

9. Select *Print.*

Contactless mobile printing is available free of charge at the Lake Travis Community Library. Please contact the library if printing more than 25 pages. You may pick up in-person or use our curbside reserve pickup service to retrieve your print job.

- To print in black and white, please email your document to ltcl-bw@printspots.com.

- To print in color, please email your document to ltcl-color@printspots.com.