Chromebook Quick Start Guide

A Chromebook is a simple laptop that runs on Google's Chrome operating system. These computers are designed to be used while connected to the internet.

Getting Started

To start up your Chromebook, open the cover and press the power button, located on the upper right side of the keyboard.

Patrons with a Google account (@gmail.com email address)

1. Select **Add User** located on the lower left side of the screen.
2. Sign in to your Google account. Make sure that you include the @gmail.com part of your email address.
3. Click **Sign In.**
4. The Chromebook will automatically connect with your Google services accounts.

Patrons without a Google account

1. Select the **Grundy Public Access** icon.
2. Start browsing.

Once you log in to the Chromebook, the computer will automatically connect to the library's wireless network.

Apps to Try

Google Drive   Word processing, spread sheets, presentations, file storage, and more.

Chrome Web Store   Thousands of free games, entertainment, and productivity apps.

YouTube   View, upload, and share videos.

Printing & Saving

While you cannot print directly from the Chromebook to the library's printer, you can save or send your work and then open it on another library PC for printing.

- Upload your files to a free cloud service like Dropbox or Google Drive.
- Attach your files to an email that you send to yourself.
- Save your files to a USB / Flash Drive.

Just like other library computers, your session will be cleared when you log out of the Chromebook.

GRUNDY **LIBRARY**
The Margaret R. Grundy Memorial Library

Chromebook Borrower Agreement

The Margaret R. Grundy Memorial is now offering Chromebooks for checkout. Chromebooks are a new type of computer: lightweight and fast, with security built-in to protect against viruses or malware, and one click away from a world of apps and the web. It's a faster, simpler, more secure computer. Just sign in with your Google account, or as a guest, and the web is there at your fingertips. **Once you log out, none of your personal data can be accessed by other users.**

Chromebooks run web apps which allow you to create and share documents, edit photos, listen to music, and much more. Unlike software on a traditional computer, web apps install in seconds, load instantly, and update automatically. You'll find thousands of web apps in the Chrome Web Store https://chrome.google.com/webstore.

Visit the Chromebook website (www.google.com/chromebook/) for more information on how to get the most out of a Chromebook.

- Chromebooks are checked out at the Check Out Desk on a first come first served basis. A **valid Grundy Library or Bucks County Public Library card**, current and in good standing, is required. At checkout, patron must show **a photo ID** such as a Drivers' License, Pennsylvania ID card, or School ID **each time a Chromebook is checked out.**

- Borrowers must have a **Chromebook Borrower Agreement** on file. Patrons younger than 18 must have a Chromebook Borrower Agreement on file signed in person at the library by a parent or caregiver.

- Due to the high cost of these items, a patron may check out a Chromebook only on his or her library card and must keep it with him or her at all times.

- The **loan period for a Chromebook is two (2) hours**. No reserve requests may be made.

- When accessing sites which **emit sound, a patron must wear headphones or ear buds**. These may be purchased at the Check Out Desk.

- Chromebooks must be used **inside the Library only** and must be returned after two hours or sooner in order to be checked in at least one hour before the Library closes.

- **The late fee for a Chromebook returned after the time due is $10.00 per hour up to $30.00.**

- Users agree to report immediately any hardware or software problems to the library staff. Please keep the Chromebook with you at all times. Users are responsible for any loss or damage. **The replacement fee for a lost, stolen, or damaged Chromebook is $500.00. This amount will be reported to a collection agency. Theft of Chromebooks may result in legal action.**

- Users **agree to not display or download any graphic material** that would be offensive to the general population of the library.

Users must **log out and hold the power button for ten seconds at the end of their session**.

Computer Use Policy

- Patrons must abide by the Procedures for Computer Use, the Computer Use Policy, the Internet Policy, and the Patron Policy in order to use the library's computers.
- Patrons may not alter or reconfigure the library's hardware or software in any way.
- Patrons will be accountable for any malicious use or damage to hardware, software, and data. Any and all damages to the library's hardware and software will be charged to the person using the equipment.
- Availability of some or all of the library's resources is dependent on technical issues that may be beyond control of library personnel.
- Compliance with all federal, state, and local laws is mandatory.

Users who violate this policy will be warned the first time. A second violation will result in being banned from using Library PC's or network for four weeks. A user may be permanently banned for serious or repeated offenses and law enforcement authorities may be called.

Internet Use Policy

- Patrons must abide by the Procedures for Computer Use, the Computer Use Policy, the Internet Policy, and the Patron Policy in order to use the library's computers.
- Patrons will be accountable for any malicious or illegal use of the Internet.
- The Margaret R. Grundy Memorial Library is not responsible for the accuracy or the content of any information found on the Internet. Users are responsible for determining the value and accuracy of online information. Particular caution should be obtained when:
- obtaining financial, medical, or legal information from the Internet
- disclosing personal information
- Library personnel do not monitor or supervise Internet activity.
- 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 in the Library.
- Compliance with all federal, state, and local laws is mandatory.
- Access to inappropriate materials, defined as text or graphics, which may be reasonably construed as obscene or constitute pornography, is strictly prohibited. Including materials belonging to individuals that do not originate in the library as well as materials procured through use of library resources. The Grundy Foundation, in its sole discretion, shall determine what materials are considered inappropriate.