

# Matawan-Aberdeen Public Library

## Chrome Book Procedures

The Youth Services Department at the Matawan-Aberdeen Public Library is happy to provide access to electronic resources and the Internet in the Children's Department. We have two Chromebooks available for patrons to use while they are in the Children's Department.

Please read through the rest of the program FAQ for more information.

### **What are Chromebooks?**

- These are laptops made by Google that provide access to the Internet and other applications but do not contain Microsoft Office.

### **Who can use the Chromebooks?**

- The Chromebooks are available for all ages to use in the Children's Department. Children under 10 must have assistance from an adult caregiver, as there is full access to the Internet and no restrictions put on the laptops. The laptops cannot be taken from the Children's Department.

### **How do I get access to one?**

- Please tell the Librarian at the desk that you would like to use one. You will have to provide your driver's license in exchange for the laptop. When you are finished, return the laptop and the librarian will return your license.

### **Is there a time limit?**

- There are two Chromebooks available, if someone is waiting, there is an hour time limit. If there is no one waiting, patrons can use the laptop as long as they would like.
- If the Librarian at the desk has to be away for lunch, then the Chromebook has to be returned.

### **Can I watch programs on the laptop?**

- You can use the laptop as you see fit, however, you cannot play audio on the laptop. Please use headphones if you want to listen to audio.

### **Can I print from a Chromebook?**

- Printing is not available from the Chromebooks, but documents can be saved and sent to email for later printing.
- Patrons can use the computers in the Reference section to print.

**We hope that you enjoy using the Chromebooks; we are glad to provide you with more access to information. If you have any questions, please reach out to the Head of Youth Services!**