

How to get a Chromebook and/or portable Wi-Fi device:

Chromebooks – 3 hour checkout

1. Patron must have a library account in good standing to checkout a Chromebook.
2. Only one Chromebook can be checked out on a card at any given time.
3. Chromebooks can only be checked out to those over 12 years of age.
4. Patrons must come to the Computer Services Desk, call 403-320-4102 or email lpl.infoservices@lethlib.ca to request a Chromebook.
5. Staff will then, either immediately provide the patron a Chromebook, or set one aside given availability.
6. The Chromebook must be picked up and returned via the **Computer Services Desk** at the Main Branch.
Chromebooks cannot leave the building at any time
7. Patrons may come up to the Computer Services Desk prior to the end of their 3 hour checkout to request a renewal. Staff may grant an extension if there are no other patrons waiting for a Chromebook.
8. If the Chromebook is not returned, patrons will be charged according to the fee schedule for replacement of the material.

MiFi Hotspots – one-week checkout

1. Patron must have a library account in good standing to checkout MiFi hotspots.
2. Only one MiFi hotspot can be checked out on a card at any given time.
3. MiFi hotspots can only be checked out to those over 12 years of age.
4. Patrons must come to the Computer Services Desk, call 403-320-4102 or email lpl.infoservices@lethlib.ca to request a MIFI.
5. Staff will then set aside a MIFI given availability, and will notify patrons when it becomes available for pickup. Patrons have two business days from notification to pick up a device before it moves on to the next patron.
6. The MiFi hotspot must to be picked up and returned via the **Computer Services Desk** at the Main Branch.
7. Patrons may request a renewal. Staff may grant an extension if there are no other patrons waiting for a MIFI, and it has not already been renewed 3 times.
8. If the Hotspot is not returned, patron will be charged according to the fee schedule for replacement of the material.