



Burwood Library ChromeBook User Guide

Borrowing Hours

ChromeBooks will be available 30 minutes after opening and must be returned 30 minutes prior to closure

Library Opening Hours:

Monday & Friday	9.30 am – 5.00 pm
Tuesday & Thursday	9.30 am – 8.00 pm
Wednesday	9.30 am – 6.00 pm
Saturday	11.00 am – 4.00 pm
Sunday	12.00 – 4.00 pm

Burwood Library

2 Conder St,
Burwood, NSW 2134
(02) 9911 9999
library@burwood.nsw.gov.au

Our Library staff are always happy to help you find the information you need.

burwood.nsw.gov.au/Library
Visit our website for the latest opening hours and updates on events and programs.

Follow us on Social Media

We share the latest updates and news on Facebook, Twitter and Instagram

Facebook  @BurwoodLibrary

Twitter  @BurwoodLibrary

Instagram  @BurwoodLibrary



CONDITIONS OF CHROMEBOOK USE

- Library members aged 15 years+ with an unrestricted membership can borrow a ChromeBook to use within Burwood Library and Hub.
- The ChromeBook will be issued to the borrower and a checkout slip provided.
- No peripheral equipment (mouse, earphones, power cord, etc.) will be provided.
- Holds cannot be placed on the ChromeBooks, and no renewal is allowed.
- The ChromeBooks will be circulated on a first-come, first-served basis.
- ChromeBooks must be borrowed and returned at the desk on the first floor of the library.
- ChromeBooks must be returned at least 30 minutes before the library closes.
- Borrowers will use the library's public Wi-Fi network.
- Borrowers should check the condition of the ChromeBook at the time of borrowing and upon return.
- Borrowers are responsible for loss, damage, and theft of the laptop while in their possession.
- If a ChromeBook is damaged but repairable, the borrower will be charged the cost of the repair plus a \$75 processing fee.
- If damaged beyond repair, the borrower will be charged the device cost plus a \$75 processing fee.
- Printing is available through the library's mobile printing service, <http://burwood.nsw.gov.au/printing/> and can be paid for with credit on your library account.

CHROMEBOOK HOW-TO TIPS

How do I turn it on?

You can power on by pressing the Power button at the top-right corner of the keyboard. A small blue LED light will indicate that the laptop is on.

How do I connect to the Internet?

Laptops will automatically connect to the Library Wi-Fi.

How do I search the Internet?

Type the search term, or the website address if you know it, in the box at the top of the screen.

How do I save a file?

You can save a file to your own external drive (like a memory stick or thumb drive), or you can save files to a web site that offers free storage. Some options are:

- Dropbox
www.dropbox.com
- Google Drive
<https://www.google.com/intl/en/drive/>
- Microsoft Onedrive –
<https://www.microsoft.com/en-au/microsoft-365/onedrive/online-cloud-storage>

All files will be erased from the laptop when you sign-out, so remember to save your work.

How do I create a document?

You can go to a website that offers free online software to create, store, and edit documents.

Some popular options are:

- Google Docs
<https://accounts.google.com>
- Microsoft Office
<https://www.office.com>
- Zoho
<https://www.zoho.com>

How do I sign off?

To end session either click on 'X' at the top right hand corner to close the browser or click on 'exit session' at the bottom right hand corner and then click on 'sign out'

Warning — nothing you have created during your session will be saved unless you have taken specific steps to save your files on an external website or device.

