235

Chromebooks in Your Library

It's easy to use Chromebooks in your library with Alexandria.

There are a few ways you can use Chromebooks. They can be regular circulating items for your teachers, your patrons, or both; and/or you can use them as stations in your library.

Chromebooks as Items

Open Item Management. Add a new item, enter Chromebook, and select manual entry. Change the policy to, for example, Equipment. Add your 'copies' and save the record.

You could also add the Serial # for each Chromebook in the Copies Information tab.

Be sure to check the policy you are using. In this case, Equipment allows for a 5-day check out. You can add Exceptions for your Staff, or not. You could also create a new policy just for Chromebooks or Electronic Devices.

Chromebooks are now items just like any other, and your patrons can check them out, place holds and reservations, and accrue overdue fines.

You can also check them out to the In Library Use patron (patron 3).

Setting up the Chromebook

It works well if your students are required to have google accounts, as they can customize their own accounts, and their bookmarks and so forth will transfer across Chromebooks.

There is one setting you will probably want to set. As the 'owner' of the computer, log in, go to Settings, click Users, and *uncheck* 'Show usernames and passwords on sign-in screen'. This prevents everyone from seeing everyone else's usernames.

Supervised Users

If your students *don't* have Google accounts, or if you are setting up a Chromebook as a general station in your library and want an all-accessible login, you can use a cool Google feature called 'Supervised Users', which lets you add sub-users whose access can be limited.

On the Chromebook sign-in screen, click 'Add user', and instead of signing in, click where it says to add a supervised user. *Then* enter your or your library's Google login.

Give the user a username and password, and image.

You can set up the rest from your account on any machine.

Follow the link in the show notes to www.google.com/settings/chrome/manage, and this shows you a list of your supervised users.

See the browsing history, and set access permissions. You can choose to block certain sites, or only allow certain sites. If you choose the latter, you will need to input all the sites you want to allow your patrons to access.

If they try to go to a website not listed, they can request it be added to the Approved list. Be sure you 'allow entire domain' to allow access to a website, and not just a particular link.

Researcher

Go ahead and bookmark the Researcher and Scout for your patrons. They can log in to the Researcher and view their details, and do searches as usual. If you use some of our partners like Capstone or Overdrive, be sure to allow access to those websites.

https://support.google.com/chrome/answer/3463947?hl=en