



Lawrenceburg Public Library District

## Mobile Hotspot Lending Policy & Agreement

Created, Reviewed, Board Approved June 25, 2019

The Lawrenceburg Public Library has established a Wi-Fi hotspot lending program to provide patrons in our community with temporary and portable high-speed internet access from anywhere that receives the carrier's cellular signal.

<p><b>Possible uses:</b></p> <ul style="list-style-type: none"> <li>• Homework and projects</li> <li>• Access while traveling in remote areas</li> <li>• Access to Library website and resources at home</li> </ul>	<p><b>Check-out includes:</b></p> <ul style="list-style-type: none"> <li>• Ports for 5 devices at one time</li> <li>• Case</li> <li>• Cords</li> <li>• Instructions</li> </ul>
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### Basic Rules & Limitations:

- Internet usage is not tracked by the Library or the service provider
- Hotspots only work in the U.S.
- Coverage area defined by the carrier
- Do not remove the simcard for any reason. Do not disassemble or remove the battery from the hotspot. If you are having any technical issues, please contact the Library.
- If the Hotspot prompts you to update its software you may accept. The software update should only take a few minutes.
- If your device displays a message that says, "Data Limit Reached," try turning the device off for a few minutes and then restart. Periodically, there will be heavy network congestion and you might have to wait until the congestion period is over before the device works properly.
- Do not leave the Hotspot plugged in. Once it is fully charged, unplug it and let the battery run down before charging again. Please return the Hotspot fully charged.
- The Mobile Hotspot should be kept in a temperature controlled environment; DO NOT leave it in your car. Do not expose the hotspot to moisture, open flames, or abrasives (i.e. sand). Do not drop hotspot.
- NOTE TO PARENTS/GUARDIANS: Internet Content filtering is NOT provided though the Wireless HotSpot. Parents/Guardians are responsible for monitoring what their children access via the Wireless HotSpot.
- Parents or legal guardians may check out a Hotspot for those under 18.

### To reserve:

- One per month for up to 7 days in advance, with staff-approved exceptions.

**To check out:**

- Have current LPLD card in good standing (fines under \$5.00)
- Check out in-person at the Circulation Desk
- Complete/sign a Wireless Hotspot Borrowing Agreement to have on file at LPLD
- May check out for 14 days

**Check-out Restrictions:**

- Reciprocal borrowers or temporary card holders will not be allowed to checkout a hotspot at this time.
- 1 hotspot per household at a time
- The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning electronic devices

**To renew:**

- May not be renewed; 24-hr rest applies to ensure access by others

**To return:**

- Return to the location borrowed from
- If damage to the device is discovered by Library staff, these costs will be added to the patron's account.

**Failure to return on time:**

- Service will be turned off to the device the day after it is due and fines will accrue until device is returned
- Device is not considered returned until all cords and accessories are returned. The replacement schedule is:
  - Hotspot \$100.00
  - Charger \$15.00
  - Case \$20.00
- All fines, fees, and policies apply
- The late fee for the item is \$10.00 per day up to the full cost of the item (\$100). The borrower will be charged the replacement costs for each part not returned (possible \$135 total). Failure to pay the charges may result in civil and criminal action.
- Account balances over a certain amount may be referred to a Collection Agency with a Service Fee added to the account; borrowing privileges may be suspended.

**Library is not responsible for:**

- Liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device.
- Any use of the device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited

Board approved and attested \_\_\_\_\_ Date \_\_\_\_\_

## Hotspot Lending Agreement

**I agree:**

- To abide by the **Lawrenceburg Public Library District's Hotspot Lending Policy** as stated above
- To pay an overdue fine as stated above if returned late
- To pay full repair and/or replacement costs should the Hotspot or parts be stolen, lost, not returned, or damaged.

I have read the entire document and my signature below indicates my agreement with the above statements.

Valid Library card # \_\_\_\_\_ Name(printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Staff verified account, address, phone number

Staff signature \_\_\_\_\_ Date: \_\_\_\_\_