

Martin Public Library

Hotspot Lending Policy and Agreement

Guidelines for Borrowing and Use

- **Must have a valid library card and photo ID to check out a Wireless Hotspot.** Customer must be in good standing with the Library (with a current address/phone on file and no outstanding fees.) A customer in good standing must also have a three-month record of checking out and returning items on time.
- The library card must be presented for each Hotspot checkout.
- If the borrower fails to pay the replacement cost of the lost or damaged device, he/she will be banned from checking out a device. **Three (3) late returns for any device will result in being banned from borrowing a Hotspot for three months. A patron must be in good standing with the library in order to resume Hotspot checkout.**
- Hotspots can only be checked out and returned to the Martin Public Library circulation desk. **DO NOT USE THE BOOKDROP.** You can be charged \$25 if a Hotspot is returned in the book drop or returned to another library.
- Hotspot checkout is limited to one per household. **Once returned, the household must wait one week before placing another reserve or checking one out.**
- Borrowers must be 18 years or older.
- Parents or legal guardians may check out a Hotspot for those under 18.
- **NOTE TO PARENT/GUARDIANS:** Internet content filtering is NOT provided through the Wireless Hotspot. Parents/Guardians are responsible for monitoring what their children access via the Wireless Hotspot.
- Hotspots may be reserved by calling the library. Devices will be held for the day of the call. If the device is not picked up by the end of the end of the day, the hold will be cancelled and the device will move to the next person in line.
- Overdue Hotspots will be deactivated within 24 hours of due date.
- The Hotspot should be kept in a temperature controlled environment. **DO NOT** leave the device in a vehicle.
- The Mobile Hotspot can provide Wi-Fi Internet access for up to 10 devices.
- The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning electronic devices.
- Borrowers must read, understand, and sign this agreement at the Circulation Desk in the presence of a library staff member each time a Hotspot is checked out.
- Hotspots are checked out for one week. At the discretion of the library staff, the checkout period may be extended as needed. There are no renewals.
- The Library is not responsible for any 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.

- Borrowers, along with a library staff member, will verify that all accessories are present at the time of checkout and check-in (case, device, USB-C cable and charging block, and sim card, instructions.)

Fines and Liability

- The overdue fine is \$1.00 per day. When the Hotspot reaches 1 day past due it will be deactivated, rendering the device unusable.
- The borrower is responsible for the costs associated with damage or loss of the Hotspot and all accessories due to neglect or abuse.
- The complete replacement cost for the Hot Spot is \$200.00. The complete replacement cost for the Hotspot and accessories is \$250.00
- Individual accessory replacement fines are as follows:
 - Case - \$20
 - USB-C cable and charging block - \$20
 - Sim Card - \$25

Proper Care and Use

- As with any electronic device, do not leave the Hotspot in a hot vehicle for an extended period of time.
- Do not remove the sim card for any reason.
- If the Hotspot prompts you to update its software, you may accept. The software update should only take a few minutes.

Adopted: January 28, 2019

Amended: April 22, 2019

Amended: May 16, 2022

Hotspot Lending Agreement

I agree:

- To abide by the Martin Public Library's Hotspot Lending Guidelines 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.

Patron Name (Printed) _____

Signature _____ Date: _____

Address: _____

Phone # _____

Library Card # _____

I understand that the Mobile Hotspot does not provide content filtering: _____ Patron Initials

Checklist (check each item at time of checkout and return). Library Staff and Patron must initial at each time. Initials state that everything was returned and in working order.

Hotspot Checkout _____ Return _____

Case Checkout _____ Return _____

USB-C Cable Checkout _____ Return _____

Charging Block Checkout _____ Return _____

Sim Card Checkout _____ Return _____

Signature of Library Staff Member _____



