

# Wood Library Hotspot Lending Agreement

Please read carefully and sign



## 1. Guidelines for Borrowing & Use:

- Hotspots may only be checked out and returned at the Circulation desk. **DO NOT RETURN THE HOTSPOT IN THE BOOK DROP or to another library.** Patrons will be charged \$25 if hotspots are returned in the book drops or at another library. If hotspots are placed in the book drop or returned to another library a second time, patrons will be barred from the program.
- **Borrowers must be at least 18 years of age, have had a valid Library Card for at least 90 days and be in good standing with the Library** (with a current address/phone on file and no outstanding fines over \$5.00).
- Borrowers must read, understand, and sign the hotspot lending agreement at the Circulation Desk in the presence of a library staff member every time the hotspot is checked out.
- There is a 7 day checkout period for hotspots.
- They may not be renewed and must be available to others for at least 48 hours before the same household can check them out again.
- Borrowers, along with a library staff member, will verify that all accessories are present at the time of checkout and check-in (case, device, power adapter, SIM card, instructions.)
- **One borrower per household for 48 hours.**
- The hotspot must be returned with a minimal battery charge for the check-in inspection.
- **Must present a library card in good standing and photo ID to check out a hotspot.**

## 2. Fines & Liability:

- **When the hotspot is 1 day past due it will be deactivated, rendering the device unusable. Patrons will be charged \$5 a day while data is restored.**
- **An overdue fine of \$5.00 per day, up to the full replacement cost of \$80, will be charged for a hotspot that is not returned.**
- Patrons are responsible for full replacement cost if the device or any parts are lost, stolen, damaged, or otherwise not returned. The complete replacement cost for the hotspot is \$80. Individual accessory replacement fines are as follows: Case -\$20.00, USB Power Cord -\$10.00, SIM Card -\$25.00, Wristlet-\$5.00.
- The hotspot will not be checked in and will accrue fees if the device has been tampered with (including resetting the device). Once the correct settings have been restored by a staff member your hotspot will be checked in.
- Patron is responsible for any fees accrued due to roaming charges.
- **No exceptions**

## 3. Proper Care & Use:

- As with any electronic device, do not leave the hotspot in a hot vehicle for an extended period of time. Please store in a controlled environment.
- 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.
- 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 minimally charged.
- **Do not factory reset the hotspot.**

**Disclaimer:** The Library is not responsible for information accessed using this device or for personal information that is shared over the Internet. hotspot users are encouraged to follow safe Internet practices. Please be aware that the mobile hotspot has no filters or virus protection. Users must install virus protection on their personal devices. The user is responsible for all Internet access on the device, including access by minors. The Library is not responsible for any computer viruses that may be transferred to user storage devices. Tampering with library equipment, including bypassing security functions is prohibited. Patrons must abide by the Wood Library Access to Electronic Information Policy (found on the library's website).

**By signing below, I understand and agree to the terms of the Wood Library hotspot Lending Agreement.**

Patron Name (print): \_\_\_\_\_

Patron Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

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

**Box for Staff Use Only**

Library Card Number: \_\_\_\_\_

Hotspot Device Number: \_\_\_\_\_

Verified ID

**Checkout:** Please check off each item present at checkout.

- Wifi Hotspot (including battery & SIM card)
- USB Charging Cable/USB Wall Plug
- Instruction Sheet
- Carrying Case
- Wristlet
- ID Tag with Barcode
- WiFi is name WoodLibHotspot##

Staff Initial: \_\_\_\_\_ Date: \_\_\_\_\_

**Box for Back office use only:**

- Data has been turned off, return hotspot to Carrie's desk **WITHOUT** checking in the device.

Staff Initial: \_\_\_\_\_ Date: \_\_\_\_\_

**Checkin:** Please check off each undamaged item at checkin.

- Check spreadsheet, and the above box for notes on this particular device.
- Wifi Hotspot (including battery & SIM card)
- USB Charging Cable/USB Wall Plug
- Instruction Sheet
- Carrying Case
- Wristlet
- ID Bag with Barcode
- WiFi is still named: WoodLibHotspot##
- Check battery charge

Staff Initial: \_\_\_\_\_ Date: \_\_\_\_\_

Notes on missing/damaged items:

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