

HOTSPOT LENDING AGREEMENT

The Dickinson County Library makes hotspots available to adult cardholders in good standing to facilitate access to the Internet to reach to their educational, informational, and recreational goals.

Procedure:

1. Hotspots may be checked out by Dickinson County Library cardholders ages eighteen and older whose library card is in good standing (not blocked or barred.)
2. Hotspots will circulate for two weeks (14 days) and may be renewed once depending on availability. Hotspots will not be renewed if they are on hold for another patron.
3. Hotspots may be placed on hold if currently checked out by other patrons. They will be provided when available and specific dates cannot be guaranteed.
4. There is a limit of one (1) hotspot per household/family.
5. Hotspots must be returned on time and in person. During Phase 4 of the Library's reopening plan, an appointment to return the hotspot will be set at the time of checkout. Hotspots may not be returned in the book drop. Borrowers who do not return hotspots on time (and do not call to renew the hotspot and/or arrange an alternate time to return) or who return hotspots to the book drop will lose privileges to borrow hotspots for a period of 6 months. Hotspots returned to the book drop may be subject to replacement costs (\$250) if found damaged in the book drop. **Initial** _____
6. In the event that a hotspot is overdue and must be deactivated, a reactivation fee (\$15.00) will be charged to the borrower. **Initial** _____
7. Hotspots more than 14 days overdue will be assumed lost and the borrower will be charged the replacement fee (\$250) and may be subject to a reactivation fee (\$15) upon return. **Initial** _____
8. Borrowers who return hotspots with damage that renders them inoperable will be charged the full replacement fee (\$250). Borrowers who return hotspots with missing accessories (case, charging cable) will be charged market value for replacement. Borrowers who return hotspots missing library materials (bag/barcode, instructions, procedures, policies) may be charged up to \$5 for reprocessing. **Initial** _____
9. A library card or photo ID must be provided at the time of checkout.
10. All patrons borrowing a hotspot must sign a copy of the Internet Access Policy Summary. In signing, patrons agree to abide by the Computer Use and Internet Access Policy and the Wireless Internet Access Policy (copies are provided with hotspots at checkout). This includes, but is not limited to, understanding the Library cannot be held responsible for information accessed or shared by patrons while using the Internet. Library devices and Internet access may not be used to view sexually explicit material or to conduct unlawful activities of any kind. Misuse or abuse of the Library's devices, Internet access, or violation of policies will result in temporary or permanent loss of device and/or Internet privileges. **Initial** _____
11. The Hotspot Lending Agreement must be signed, including initials to acknowledge the replacement cost of a lost or damaged hotspot.
12. The borrower assumes full responsibility for the cost of repair or replacement if the hotspot and/or accessories are lost or damaged and rendered inoperable.
13. The borrower assumes full responsibility for the use of this device and/or the access to the Internet via this device by any other individual or minor.

14. Signal strength will vary by location and the library CANNOT guarantee connectivity in all locations. Please report connectivity issues to library staff when returning the device.
15. All borrowers and users are encouraged to follow safe Internet practices. The library is not responsible for any personal information that is shared over the Internet or stored on the device by the user.

I have read and understand the Dickinson County Library Hotspot Lending Agreement and agree to the terms and conditions above. I will return the hotspot to the circulation desk and will wait while staff confirm all components are present and in satisfactory condition.

Borrowers Full Name: _____

Library Barcode: _____ (if not present, see photo ID)

Current Phone Number: _____ Alternate Phone Number: _____

Address: _____

Email Address: _____

Check box that Borrower has signed Internet Agreement

Borrower's Signature _____

Staff Initials: _____ Date: _____

Checklist of items borrowed, include notes on condition:

Case _____

Tablet _____

USB Cable _____

Charging Adapter _____

Bag _____

Copy of policies _____

Barcode for Library App use _____

Other Notes _____
