

Lima Public Library

Mobile Hotspot Lending Policy and Agreement

Please read carefully before you 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 given one warning if hotspots are returned in the book drop or another library. If it happens a second time, patrons will be charged \$25. If hotspots are placed in the book drop or returned to another library a third time, patrons will be barred from using the hotspot.
- 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). They MUST present a valid picture ID at checkout.
- 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 a week before the same address holder 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 address.
- The hotspot must be returned with a minimal battery charge for the check-in inspection.

2. Fines & Liability:

- **When the Hotspot is 1 day past due it will be deactivated, rendering the device unusable.**
- An overdue fine of \$1.00 per day, up to \$5, will be charged. \$80 will be charged for a hotspot that is not returned.
- Patrons are responsible for full replacement cost of the device or any parts if 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.

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.

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 Lima Public Library's Computer and Internet Use Policy and the Computer Usage Rules and User's Guide (policies found at lima.owwl.org).

By signing below, I understand and agree to the terms of the Lima Public Library Mobile Hotspot Lending Policy and Agreement.

Patron Name (print): _____

Patron Signature: _____

Phone: _____

Date: _____

DUE DATE _____

Box for Staff Use Only

Library Card Number: _____

Hotspot Device Number: _____

Checkout: Please check off each item present at checkout.

Wifi Hotspot (including battery & SIM card)

USB Charging Cable/USB Wall Plug

User Agreement/Instruction Sheet

Carrying Case

Staff Initial: _____ Date: _____

Check-in: Please check off each undamaged item at check-in.

Wifi Hotspot (including battery & SIM card)

USB Charging Cable/USB Wall Plug

Carrying Case

Staff Initial: _____ Date: _____

Notes on missing/damaged items:
