

MOBILE HOTSPOT LENDING POLICY

To increase digital access for area residents, mobile hotspots are available to borrow from the K.O. Lee Aberdeen Public Library. Mobile Hotspots help in fulfilling the Library's mission to provide access to informational, educational and cultural resources by providing an access point to digital resources.

A "Hotspot" consists of the mobile wireless Hotspot device itself as well as its charger, charging cord and case. Borrowers are responsible for the safe-keeping and return of these items to the library in good working order and assume liability for the equipment while in their care. The patron must sign the Library's Hotspot Agreement the first time a Hotspot is checked out.

When a patron borrows a mobile Hotspot, the patron's use of the equipment is available under the following terms and conditions. By borrowing a hotspot, the user agrees to abide by the Library's policies and rules, and agrees to hold the Library and its agents harmless from any claims, losses, damages, obligations, or liabilities directly or indirectly, relating to the use of the library's hotspot and the internet access provided by the library.

Circulation

- Mobile Hotspots may be checked out by a resident of Brown County who is eighteen (18) years-of-age or older with a current address and phone number, and no outstanding fines or fees.
- The lending period is fourteen (14) days and may not be renewed.
- Reservations may be made for mobile hotspots. Reservations will be filled in the order in which they are received; patrons will be notified when their hold is ready for pick up.
- Reservations not picked up within 2 business days (48 hours) of the requested pickup date may be cancelled.
- Hotspots must be returned to the library circulation desk during regular business hours. Hotspots may not be returned in the library's book or media drop.
- If the mobile Hotspot is lost or not returned by the due date, wireless service will be terminated, and the Hotspot will become unusable.
- It is the patron's responsibility to know the due date for the mobile Hotspot to be returned.
- Mobile Hotspots will not be considered returned until ALL items associated with it have been returned to the library.
- If the mobile Hotspot is damaged, has missing and /or lost pieces or is not returned within 7 days of the due date, the borrower can be charged a replacement fee at the current rate for the Hotspot (approximately \$199). The mobile Hotspot and all of its pieces must be returned in less than 35 days for the lost fee to be waived.
- Borrowers can be charged a replacement fee at the current rate for a lost or damaged Hotspot (approximately \$199).
- If the hotspot is lost, stolen, or damaged, borrower agrees to notify the Aberdeen Public Library.

- The library reserves the right to temporarily take a hotspot out of regular circulation to make it available for a specific community event or meeting.

Usage

- Parents are responsible for monitoring minor’s use of the internet while using the mobile Hotspot. Internet content filtering is NOT provided through the wireless hotspot.
- Use of the mobile Hotspot is subject to the Service Provider’s Acceptable Use Policy, Privacy Policy, and Terms and Use.
- The Library or Service Provider is not responsible for any files, data, or personal information accessed, transmitted, lost and/or damaged while accessing the internet via the mobile Hotspot.
- Hotspot checkouts are limited to one device per household.
- Deliberate altering or modifying of the configuration of library-owned equipment is strictly prohibited.
- Performance of the hotspot will vary depending on location and coverage in the area, and the device(s) connected to the hotspot.
- Hotspots must be kept in a temperature-controlled environment (not left in extreme temperatures).
- The library does its best to provide clean, secure, and fully functional equipment, but is not responsible for charging the device or unforeseen hardware or software issues.
- Users who experience issues with their use of the hotspot should contact the library. In the event an immediate solution cannot be found, the device should be returned, and the patron will be added back to the front of the reservation list.

For each day a mobile hotspot is not returned after the due date, a charge of \$2 per day will be charged to the patrons account up to \$10 in late fees. **Users who return hotspots late may lose further hotspot borrowing privileges for one month.** Failure to abide by the terms of this policy may result in the loss of borrowing privileges.

The Library reserves the right to refuse to lend equipment at its discretion.

The Library reserves the right to update this Lending Agreement at any time.

By signing below, I acknowledge that I have read the above terms and conditions and agree to abide by them.

Library Card #: _____ Date: _____

Signature: _____

Print Name: _____

Email & Phone: _____

Staff Use Only: I have verified patron’s phone number and address on library account.

Library Board Approval _____ 10/01/2019