



Wifi Hotspot Lending Policy

The “hotspot” consists of the wireless hotspot device, as well as the accompanying charger and case. Mobile hotspot devices allow patrons to connect devices, such as laptops, e-readers, and cell phones to the internet. This device is portable, so patrons should be able to use it to provide internet connectivity wherever they are.

A library patron must be 18 years of age or older and in possession of a Hampshire County Public Library card in good standing in order to check out a hotspot device. The library reserves the right to refuse service to patrons who 1) are careless with library materials or 2) have a history of returning items late. Upon checkout, library staff will ensure that all items are present and accounted for. The patron must sign the Hotspot Lending Agreement form before hotspot kits can be checked out. Patrons may only have one hotspot checked out to their account at a time. The loan period for hotspots is 14 days, with no renewals or extensions.

The Library will accept holds for hotspots. Patrons will be notified via phone, text or automated email when their hold has become available. The library will keep a hotspot on hold for 72 hours, after which it will be moved to the next patron on the hold list.

Overdue hotspots will be deactivated. Overdue fees for hotspots will be \$1.00 per day; hotspots will be marked lost 60 days after their due date and patrons will be charged the replacement cost of \$135.

Hotspots must be returned to a library staff member; they may not be returned in the library drop box. Library staff will verify that parts of the hotspot kit are in place before checking the hotspot in.



Wifi Hotspot Lending Form

I understand once a hotspot is checked out to me, it becomes my responsibility. Any changes in content or condition while in my care will be my responsibility. I should have a basic working knowledge of the device on checkout. If any technical problems arise, I will return the device to the Hampshire County Public Library.

I understand that devices must be returned to the Hampshire County Public Library before close of business on the date the device is due, and should never be returned in the book drop or to another library. Devices returned in the book drop will result in a \$20 fine. Devices will be examined upon return to ensure that they are in the same condition as when checked out; if damage is found by the library staff, appropriate costs will be added to my account. If the device needs to be replaced, I will be charged the full replacement cost (\$135 as of 2/8/2021).

I understand and agree that an overdue charge of \$1.00 per day will be charged and that if the item is 60 days overdue, it will be marked lost and I will be charged the full replacement cost. I also understand that I am responsible for the full replacement cost if the device is lost, stolen or otherwise not returned. Three late returns for hotspot checkouts will result in a 1 year ban from being able to borrow hotspots.

Internet Use

The Hampshire County Public Library is not responsible for any information accessed or action taken by a patron while using a Wi-Fi hotspot. Hotspot users are encouraged to use safe internet practices. The Library prohibits the use of its devices to access materials determined to be illegal or obscene according to federal, state, or municipal law.

Signature: _____

Date: _____



Acknowledgement of Hotspot Lending Policy and Replacement Cost

I, _____, understand and agree to these rules of use. By signing this agreement, I accept the above loan policy and am stating that I am responsible to return this equipment to the Hampshire County Public Library in good working condition and free of damage. I understand that if the wireless hotspot is not returned, its wireless service will be deactivated. The hotspot will be unusable. Hotspots are checked out for 14 days. Fines are \$1.00 per day. I acknowledge that hotspots are NOT to be returned in the drop box, but are to be returned to library staff at the circulation desk. Devices returned in the drop box will result in a \$20 fine.

Signature: _____

Date: _____

Print Name: _____

Current Address: _____

Phone Number: _____

Library Staff Only

___ Checked that kit included hotspot, charger, case and instructions

___ Reviewed policy, due date and fines assessed