



## Hotspot Lending Policy

A hotspot is a Wi-Fi device you can use to connect a mobile-enabled device, such as a laptop, smartphone, or tablet to the internet. The hotspots are portable and our service vendor is Sprint. The hotspot has unlimited data but can only be used within the continental United States. Brimfield Public Library District makes hotspots available to Brimfield PLD cardholders for their use off-site.. Hotspots are provided according to availability.

The following rules and regulations apply:

- Brimfield Public Library District lends hotspot devices to Brimfield PLD cardholders ages 18 or above with library cards in good standing (i.e. library card is not blocked due to unpaid fines or lost materials) and who have held a Brimfield PLD library card for at least 90 days.
- In addition, the Brimfield PLD Internet Policy & Agreement and a Hotspot Patron Agreement Form must also be completed.
- Hotspots checkout is limited to one per household. When the hotspot is returned, there is a 24-hour waiting period to checkout another hotspot device by that household.
- The loan period is 7 days, and it cannot be renewed or reserved.
- Hotspots are available at the Circulation Desk on a first-come, first-served basis. The library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning materials.
- Hotspots are to be returned inside the library at the circulation desk, not in the book drop. Hotspots must be kept in a temperature-controlled environment. (not left in vehicles or in extreme temperature environments)
- If the hotspot is overdue past the 7-day lending period, the service will be cut off and the user will be notified by email that replacement cost is \$75 for a hotspot that is not returned.
- Brimfield PLD is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices or data loss resulting from the use of the device.



- The borrower assumes full responsibility for the cost of repair or replacement in the event that the hotspot is lost, stolen, or damaged. The Library Staff will assess the technological issues and charge the borrower accordingly. Missing parts will result in the following charges.

Hotspot:	\$75.00
USB Cable:	\$15.00
Adapter:	\$15.00
Case:	\$15.00

- If the hotspot is not returned, its wireless service will be discontinued and the hotspot will be unusable.



## Hotspot Patron Agreement Form

By signing this form, you are stating that you are responsible for returning all items associated with the hotspot. If items are not returned, you are responsible for replacement costs.

### Check-out Policy

- The checkout period is for 7 days. (If you are going on a trip, please let a staff member know so time frame can be adjusted)
- Hotspots cannot be renewed or reserved.
- Only one (1) hotspot per household address. When a hotspot is returned, there is a 24-hour waiting period to checkout another hotspot by that household.
- Hotspots must be kept in a temperature-controlled environment – they cannot be returned in the book drop but must be brought into the building and handed to a staff member.
- If the hotspot is overdue, the service will be shut off.
- Three (3) late returns for a hotspot checkout will result in being permanently banned from borrowing hotspot devices.
- Any use of the device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.
- If any part of the hotspot is lost or returned unusable, the user must pay the replacement cost of the item:

Hotspot:	\$75.00
USB Cable:	\$15.00
Adapter:	\$15.00
Case:	\$15.00

(Sign on Back)



I understand and agree to the rules of use. By signing this agreement, I accept the Hotspot Lending Policy and am stating that I am responsible to return this equipment to Brimfield Public Library District in good working condition and free from damage.

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

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