

The Lincoln Heritage Public Library Hotspot Lending Agreement

Guidelines for Borrowing and Use Outside of the Library

- Patrons must be **18 years of age or older** and must read, understand, and sign this agreement at the Circulation Desk in the presence of a library staff member **each time** a Mobile Hotspot is checked out.
- A **valid Lincoln Heritage Public Library account** AND a **valid photo ID** must be presented at the time of the checkout.
- Patron's must be in good standing with the library, with a **current address** on file and **no fines above \$10.00**.
- A refundable deposit of **\$20.00** must be obtained before checkout. The deposit will be returned if there is no sign of damage or missing equipment.
- Mobile hotspots may be checked out for **one week with no renewals**.
- Hotspots **MUST BE RETEURNED TO A STAFF MEMBER AT THE CIRCULATION DESK**, and **NOT** place in the **outdoor book drop or to another library!** Devices returned in the book drop will result in a **\$10 automatic fine**.
- Overdue Mobile Hotspots will be **deactivated** within **24 hours** of the due date.
- Checkout is limited to **one per household**.
- The Mobile Hotspot should be kept in a **temperature controlled environment; DO NOT leave it your car**.

Fines and Liability

- The overdue fine for the Hotspot and its components is **\$10 per day until returned up to the full cost of the item (\$140)**.
- Patrons will be **charged \$10** if the hotspot is **returned in the book drop OR to another library**.
- **The patron is responsible for costs associated with loss, theft, or damage of the Mobile Hotspot and/or peripherals.**
- Abuse or recurrent late returns of the Mobile Hotspot will result in a **permeant loss of borrowing privileges**.
- If the hotspot is not returned, the patron will be charged a \$140 replacement cost.

<u>Mobile Hotspot Replacement Costs</u>	
Mobile Hotspot Unit.....	\$120
Power Cord.....	\$10
Protective Case.....	\$10
Total Replacement Cost:	\$140

****NOTE TO PARENTS/GUARDIANS: INTERNET CONTENT FILTERING IS PROVIDED THOUGH THE WIRELESS HOTSPOTS BUT LHPL IS NOT RESPONSIBLE FOR ANY INAPPROPRIATE VIEWING OR BROWSING. PARENTS/GUARDIANS ARE RESPONSIBLE FOR MONITORING WHAT THEIR CHILDREN ACCESS THROUGH THE MOBILE HOTSPOT.**

I agree to abide by the Lincoln Heritage Public Library's Mobile Hotspot Lending Guidelines as states above, and pay any overdue fines, \$10.00 per day until returned. I understand that if I return the Mobile Hotspot to a book drop, or to another library, I will be charged a \$10 automatic fine, and I agree to pay full replacement costs should the Mobile Hotspot be lost, stolen, or damaged. I understand that abuse of the Mobile Hotspot program may result in the loss of my borrowing privileges at the Lincoln Heritage Public Library. I have read this entire document and my signature below indicates my agreement to the terms and conditions outlined above.

Library Card #: _____ I understand I am responsible for any and all content viewing: _____

Address: _____

Phone: _____ Email: _____ DLN: _____

Signature: _____ Date: _____

Print Name: _____ Date: _____

Staff Signature: _____

Lincoln Heritage Public Library Wi-Fi Hotspot Lending Policy

The Lincoln Heritage Public Library has established a Wi-Fi hotspot lending program to provide patrons in our community with high-speed internet access. With this program, students can use the Internet for help with homework and projects, employees can travel with reliable internet access to meetings and presentations, and patrons can have home access to the library's digital resources such as our databases, eBooks, streaming music and movies. Patrons will be able to take advantage of our Wi-Fi hotspot lending program with a Lincoln Heritage Public Library card.

The Library 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 use of device. 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.

Wi-Fi hotspots may be borrowed by Lincoln Heritage Public Library card holders ages 18 and above with library cards in good standing (i.e. library card is not blocked due to unpaid fines or lost material). Checkout is limited to one per household at any given time. The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning electronic devices.

Wi-Fi hotspots are available at the Circulation Desk on a first-come, first-served basis from the time the library opens until 1 hour before the library closes. They may not be reserved. In order to borrow a hotspot, the patron's library card and government-issued photo identification must be presented to the Circulation Desk. A \$20.00 refundable deposit must also be collected. At the time of check-out, a patron must complete an Electronic Device Agreement. Once a hotspot is checked out to a patron, it becomes the responsibility of that patron per the Electronic Device Agreement.

Hotspots may be borrowed for one week with no renewals. They must be returned in person to the Circulation Desk, and **never** to another library or in the book drop. Devices returned in the book drop will result in a **\$10 fine**. If damage to the device is discovered by Library staff, these costs will be added to the patron's account. The