

Public Library of New London Wi-Fi Hotspot Lending Policy

POLICY

The Public Library of New London lends Wi-Fi Hotspots to New London Library Card holders in good standing, ages 18 and above. Hotspots checkout is limited to one per household for a period of one week, and it cannot be renewed or reserved. Hotspots are available at the Circulation Desk on a first-come, first-served basis from the time of opening until 1 hour before the library closes. The library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning materials. 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.

PROCEDURE

- I understand I must present my library card and government-issued photo identification to the Circulation Desk. Once a hotspot is checked out to me, it becomes my responsibility. [Any changes in condition or content while in my care will be my responsibility. I am responsible for damage, loss, or theft. I should have a basic working knowledge of the device on checkout. If any technical problems are encountered, I should return the device immediately to the Circulation Desk.]
- I understand devices must be returned to the Circulation Desk at least one (1) hour before the library closes, and should never be returned in the book drop or to another library. Devices returned in the book drop will result in a \$10 fine. The hotspot will be examined to ensure it has not been tampered with. If damage to the device is discovered by Library staff, appropriate costs will be added to my account. *A returned hotspot must remain available in the library for 48 hours before me or someone in my household may check it out again.*
- I understand and I agree that an overdue charge of \$10 per day up to the full replacement cost of \$200 will be charged for a hotspot that is not returned. I further understand and agree that am responsible for full replacement cost if the device or any parts are lost, stolen, damaged, or otherwise not returned. If I fail to pay the replacement cost for a lost device, my borrowing privileges at the library will be canceled. If devices are not returned in a timely manner, civil and criminal action will be taken. Three (3) late returns for any device checkout will result in being permanently banned from borrowing all devices.

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 Public Library of New London in good working condition and free from damage.

I understand that if the hotspot is not returned its wireless service will be discontinued. The hotspot will be unusable.

Patron: Please fill out the following fields:

Library card Number _____

First Name _____ **Last Name** _____

Email Address _____

Phone Number _____

Signature _____ **Date** _____

CHECK OUT

Circ Staff: Please check off to indicate that all pieces of equipment are present at time of check-out.

Note device # and due date in upper right corner.

Patron ID must be copied and kept with the signed contract.

Make copy of contract for patron

Wi-Fi Hotspot ___ Instruction Sheet ___ Charging Cable ___ Carrying Case ___

Patron ID copied ___ AC/DC adaptor ___ Copy of contract ___

Staff initials _____ Date _____

CHECK IN

Circ Staff: Please check off to indicate that all pieces of equipment are present at time of check-in.

Wi-Fi Hotspot ___ Instruction Sheet ___ Charging Cable ___ Carrying Case ___

AC/DC adaptor ___

Staff initials _____ Date _____