

Wi-Fi Hotspot Lending

Policy #18

A Wi-Fi Hotspot is a device you can use to connect a mobile-enabled device, such as a laptop, smartphone, or tablet, to the Internet. The hotspot is portable, so you can connect your device almost wherever you are. More than one device can be connected to the Wi-Fi hotspot and in most situations, up to ten devices can be connected.

Policy

The Jefferson County Library District lends Wi-Fi Hotspots to JCLD Library cardholders ages 18 years old or above, in good standing (no fines or overdue items and no history of a delinquent account.) Since the Wi-Fi Hotspot benefits the whole household, **ALL** members of a household must have cards in good standing (no fines or overdue items and no history of a delinquent account) in order to be eligible to check-out a Wi-Fi hotspot.

New card holders must establish a borrowing for 3 consecutive months with at least 5 checkouts. Individuals from other tri-county libraries are not eligible to borrow these hotspots from the Jefferson County Library District.

Hotspots' checkout is limited to one **per household** for a period of 21 days 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 one 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 lost resulting from use of device.

Wi-Fi Hotspot Lending Agreement

I understand I must present my Library card and 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 \$75 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. If the device needs to be replaced, patron will be charged the full replacement cost. (As of September 2021, the replacement cost is \$110.00; the replacement cost is subject to change based on pricing from the Wi-Fi Hotspot vendor.) A returned hotspot must remain available in the Library for 48 hours before I 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 will be charged for a hotspot that is not returned. I further understand and agree that I 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, borrowing privileges will be revoked and civil and criminal action may be taken. Three (3) late returns for any device checkout will result in being permanently banned from borrowing all devices.

Internet Use

The Jefferson County Library District 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. Using the hotspot to access any online content determined to be illegal or obscene according to federal, state, or municipal law will result in revocation of hotspot borrowing privileges and potentially criminal prosecution.

Print Name: _____

Signature: _____

Telephone number: _____

Email Address: _____

Date: _____

Approved by the Board of Directors on November 9, 2021

Acknowledgement of Wi-Fi Hotspot Policy & Replacement Cost

I _____ (print full name), 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 Jefferson County Library District 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. Hotspots are checked-out for a period of 21 days. Overdue charges are \$10.00 per day. I acknowledge that a Wi-Fi Hotspot is NOT to be returned in the outside book drop, but must be returned to the Adult Services Circulation Desk at least one (1) hour before the Library closes. Devices returned in the book drop will result in a \$75.00 fine.

Please fill out the following fields:

Patron: _____

Library Card Number: _____

First Name: _____

Last Name: _____

Email Address: _____

Phone: _____

Signature: _____

Date: _____

Library Staff Only

___ Checked Library card and Photo Identification.

___ Reviewed policy, due date and fines assessed.

___ Checked that device included hotspot, cord, instructions, and case.

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