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## PRESCOTT PUBLIC LIBRARY WI-FI HOTSPOT LENDING POLICY

Mobile hotspots are portable devices that provide wireless Internet (Wi-Fi) access on many devices (laptop, smartphone, MP3 player, tablet, etc.) Hotspots typically use mobile broadband service from cellular providers for high speed Internet access.

### BORROWING

1. Only MORE consortium library cardholders with fines and fees less than \$10.00 on their account may borrow a Wi-Fi Hotspot.
2. The cardholder must be 18 years of age or older to check out a Wi-Fi Hotspot.
  - a. The cardholder must present their actual library card in order to check out a Wi-Fi Hotspot at the Prescott Public Library.
  - b. In addition, a photo ID will be required. The ID can be a Driver's License, State ID, Military ID, Student ID and/or Passport photo which contain the cardholder's name and an identifiable photo.
3. Prescott Public Library hotspots are not available for transit to other libraries or for interlibrary loan.
4. Borrowers must agree to the Wi-Fi Hotspot User Agreement and the devices must be checked out and returned at the circulation desk each time.
  - a. Prescott Public Library requires that hotspots be returned inside the library and *not* in any book drop.
  - b. A fee of \$5.00, in addition to any other accumulated fees or fines, will be charged for this type of return
5. The lending period is fourteen (14) days and may not be renewed.
  - a. Prescott Public Library Wi-Fi hotspots may not be returned to other libraries.
  - b. Patrons cannot check out the mobile hotspot again until three (3) days after the return date in order to allow other patrons an opportunity to check out the device. If the library hotspots are unavailable after the required three day waiting period, the patron will be placed on a waiting list for the hotspot.
6. Notices:
  - a. First overdue notice sent: 3 days past due date
  - b. Second overdue notice sent: 7 days past due date
  - c. Replacement Bill sent: 10 days past due date
  - d. If the Wi-Fi Hotspot is not returned within ten (10) days past the due date, the borrower will be charged the full replacement cost of the device and its accessories.
7. The library will terminate service to any Wi-Fi Hotspot that is 3 days past its due date. All fines and fees will still apply.
8. Overdue fees will be charged for a Wi-Fi Hotspot not returned by their due date in the amount of \$5.00 per day per device. Maximum fine is \$25.00.

9. Borrowers are responsible for the safe-keeping and return of these items to the library in good working order and assume liability for the equipment while it is in their care.
  - a. Borrower is responsible for damaged, lost and/or missing pieces of the lent items.
  - b. Patron agrees to cover the cost of damage and/or replacement costs, as determined by the library.
  - c. Replacement charges are as follows:
    - i. Hotspot Device: \$80
    - ii. Charger: \$10.00
    - iii. Case: \$10.00
    - iv. The library will not accept a replacement Wi-Fi Hotspot or accessories purchased by the patron.
10. The Library does its best to provide clean, secure, and fully functional equipment, but is not responsible for charging the device or unforeseen hardware or software failure.
  - a. Library staff will document any existing damage, however if a borrower discovers any pre-existing damage to the hotspot checked out, the borrower should notify library staff as soon as possible.
  - b. Failure to notify the library of existing damage limits the borrower's ability to dispute charges for a damaged device or equipment.
11. The hotspot is not considered returned until all items associated with it, including (but not limited to) charger and carrying case, have been returned to the library in good condition.
  - a. If any items are missing upon return, the Library reserves the right to refuse acceptance of the equipment until all items are returned.
  - b. The Library will notify the patron that the item will not be cleared from their account until all items are returned.
  - c. These refusals/notifications do not waive any late fees.
12. Performance of the hotspot will vary depending on location and coverage in the area. Hotspots are an open and unsecure wireless connection and the Library is not responsible for information access using this device or for personal information shared over the Internet. Hotspot users are encouraged to follow safe Internet practices. Hotspot users agree to refrain from online activity that violates federal, state, or local laws.
13. The Library reserves the right to deny the use of Wi-Fi hotspots to any borrower who loses or abuses equipment or is repeatedly late in returning a Wi-Fi Hotspot or its accessories.
14. The library reserves the right to update and change this policy at any time without notice. It is the responsibility of the cardholder to read and accept the current version of the Wi-Fi Hotspot User Agreement.
15. Borrowers agree to abide by the library policy and procedures.

**Adopted by the Prescott Public Library Board of Trustees July 18, 2019**

**Amended:**