

## WILL ROGERS LIBRARY HOTSPOT LENDING & USE POLICY

Will Rogers Library Patrons age 13 and over with an account in good standing may check out a HotSpot. To check out a HotSpot, adult patrons are required to present a photo ID and sign the HotSpot Lending Agreement. Patrons under 18 must have a parent/guardian with a library account in good standing, and that parent/guardian must also sign the Lending Agreement kept on file to check out a HotSpot. Hotspots may not be checked out to Provisional, Outreach or E-card holders at this time.

1) Only one (1) HotSpot may be checked out per household at any given time.

2) HotSpots:

- Must be checked out in person by the patron who signed the HotSpot Lending Agreement.
- May be checked out for one (1) week. Internet access will be disabled within 24 hours of the due date.
- May not be renewed. **One patron per household** may check out another HotSpot, or place a HotSpot on hold, 7 days after the return of their previous HotSpot.
- Must be placed on Hold in person at the library's front desk. The Library will not accept holds placed by phone.
- Only one member of a household at a time may be on the Holds list for a HotSpot.
- The Will Rogers Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning Library materials, or who abuse the one per household restriction.

3) Upon checkout, a Library Staff member will verify with the borrower that the HotSpot kit is complete and in working order.

4) Patron will return the complete HotSpot kit (carrying case, HotSpot device, charger, and instructions) to the Circulation Desk in person and will wait while staff confirms all components are present and in satisfactory working condition.

5) HotSpots may not be returned in the book drops. Hotspots returned via the book drop may be subject to replacement costs if found damaged in the book drops.

6) Patron must return the complete HotSpot kit on or before the due date, or overdue charges of \$3.00/day will be applied. After 45 days, all item replacement fees, overdue fines and a \$12.00 Collections Fee will be charged in accordance with library policies. Replacement fees will be cleared if all items in the HotSpot kit are returned in good condition within 90 days of due date.

7) Patron assumes full responsibility for the cost of replacement if the HotSpot and/or accessories are lost, damaged or stolen. There will be a replacement fee at current vendor replacement cost for lost or damaged HotSpots. Missing or damaged charging cables will incur a \$15 replacement fee. Missing or damaged cases will incur a \$20 replacement fee. The library will not accept replacement hotspots or accessories purchased by the patron in lieu of charges.

8) Patron agrees to contact the Will Rogers Library immediately at 918-341-1564 if the HotSpot is not working properly.

9) Patron understands that repeated overdues will result in a suspension of eligibility to check out a HotSpot, as follows: If a patron is repeatedly late returning HotSpots, upon the third late return they will be ineligible for HotSpot checkout for 90 days. If after the 90-day suspension is lifted, they are late again within a 6-month probation period they become ineligible for HotSpot checkout for one year. After the one-year

suspension if they are late again within 6 months, they are no longer eligible for HotSpot checkout. If there are no late returns in the 6-month probation period, the process resets.

- 10) Patron understands the Will Rogers Library HotSpots are configured in accordance with CIPA Federal regulations and Library policies, and are equipped with a content filter that prevents viewing of pornographic and malicious websites. Patrons must understand no filter is 100% effective and may block access to some sites while allowing access to others.
- 11) HotSpots may not be used to engage in any activity that constitutes a violation of local, state or federal laws or Will Rogers Library policies. Misuse or abuse of the HotSpot or failure to comply with all applicable laws and/or policies will result in restricted, temporary or permanent loss of library borrowing privileges.
- 12) Patron assumes full responsibility for the use of this device and/or access to the Internet via this device by myself and/or any other individual, and understand that is the responsibility of the parent/guardian to monitor their children's Internet usage when using the HotSpot.
- 13) HotSpots are unsecured wireless networks and any information being sent or received over the network could potentially be intercepted by another wireless user. Borrowers are cautioned against transmitting any personal or sensitive information while using the wireless network. The library cannot assure that data or files downloaded by users are safe or virus-free. The library is not responsible for damages to equipment or data on a user's personal devices from the use of or connection to the HotSpot. This includes, but is not limited to, information/data accessed, shared or lost while using the Internet. Due to this inherent insecurity, I agree that I use the HotSpot at my own risk and agree to release and hold harmless the City of Claremore and Will Rogers Library, their board members, officers, employees, agents and representatives from any liability, loss, damages, or expenses resulting from the use or misuse of the HotSpot.
- 14) Borrowers are responsible for the Proper Care and Use of the HotSpot equipment, as outlined in the instructions included in the case. Please **do not**:
  - Leave the HotSpot in a hot vehicle.
  - Expose the HotSpot to moisture.
  - Remove the SIM card for any reason.