



Hotspots

Policy

A Wi-Fi hotspot is a device that can be used to connect a mobile-enabled device, such as a laptop, smartphone, or tablet, to the internet. The hotspot is portable, so it can connect a device almost anywhere. More than one device can be connected to the Wi-Fi hotspot and in most situations, up to 10 devices can be connected.

The Lake Park Public Library lends Wi-Fi hotspots to Lake Park Public Library cardholders ages 18 years old or above, in good standing (no fees owed or overdue items). Since the Wi-Fi hotspot benefits the whole household, **ALL** members of a household must have cards in good standing (no fees owed or overdue items) in order to be eligible to check-out a Wi-Fi hotspot. The patron must present their library card and a state-issued ID or driver's license, and is required to sign a "Hotspot Device Agreement" prior to each checkout, acknowledging financial responsibility for lost and damaged equipment.

Hotspots are not available for new card holders. New card holders must have checked out one item and returned that item after 72 hours in order to be able to check out a hotspot.

Hotspot check-out is limited to one per household for a period of seven days, and it cannot be renewed or placed on hold. 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. Wireless security is not implied. The user acknowledges and accepts all risks associated with the use of the wireless data device. There is no warranty, express or otherwise.

Hotspots are not to be returned to the book drop. The wireless service for hotspots greater than seven days overdue will be turned off and all library cards associated with the household will be blocked until the device is returned. Hotspots must be returned directly to a library staff member, who will verify that all components of the hotspot are accounted for before checking it in from the patron's account. The hotspot is not considered returned until **ALL** pieces of the kit are returned. Kits consist of device, charger cord, USB wall charger, case, and laminated instructions. Patrons are responsible for costs associated with loss or damage of the hotspots and/or cords, adapters, cases, etc. If individual parts of the kit are lost or damaged, the following replacement costs will be the responsibility of the borrower:

- Case replacement fee: \$20
- Charger cord replacement fee: \$5
- Hotspot device replacement fee: \$100
- Laminated instructions replacement fee: \$2
- USB wall charger replacement fee: \$5

If the entire hotspot kit is lost or damaged, the library should be contacted immediately. The total kit replacement fee is \$132. If any technical problems are encountered, the hotspot device should be returned to the library as soon as possible.

For assistance in the operation of the library's hotspots, patrons may call the library during normal business hours.

Hotspot Device 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 upon checkout. If any technical problems are encountered, I should return the device immediately to the circulation desk.

I understand kits must be returned to the circulation desk at least one hour before the library closes, and should never be returned in the book drop or to another library. 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 kit needs to be replaced, I will be charged the full replacement cost of \$132. If individual pieces of the kit are missing, the kit will not be considered returned until the missing pieces are returned or paid for. A returned hotspot must remain available in the library for 24 hours before I or someone in my household may check it out again.

I understand and I 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

Internet Use

The Lake Park Public Library 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.

Signature: _____

Date: _____

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 the Lake Park Public Library in good working condition

and free from damage. I understand that hotspots must be kept in a temperature-controlled environment (not left in vehicles or in extreme temperatures). 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 seven days. I acknowledge that a Wi-Fi hotspot is **NOT** to be returned in the book drop, but must be returned to the circulation desk at least one hour before the library closes.

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.