

## Hotspot Policies

1. The Woodford County Library lends hotspot devices to library cardholders ages 18 or above with library cards in good standing (i.e, library card is not blocked due to lost materials).
2. In addition, the patron must complete the Woodford County Library's Internet Policy & Hotspot Agreement Form.
3. Hotspot checkout is limited to one per household.
4. The loan period is 14 days, and it cannot be renewed.
5. Hotspots are available upstairs at the Reference Desk on a first-come, first-served basis. They can be reserved by calling the library to place a hold. The library has a limited number of hotspots available, so reservations will be filled in the order they are received.
6. Hotspots are to be returned inside the library, not in the book drop. Patrons will be held responsible for any damage caused to the item by being returned in the book drop.
7. Fines for unreturned hotspots are \$2.00 per day and will accumulate up to the full replacement cost of \$75.00 for a hotspot that is not returned. If the hotspot is overdue, the wireless service will be cut off and the user's library privileges will be suspended.
8. 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 the device.
9. The library is not responsible for information accessed using this device or for personal information that is shared over the internet. Hotspot users are encouraged to follow safe internet practices.
10. The borrower assumes full responsibility for the cost of repair or replacement in the event that the hotspot is lost, stolen or damaged. The Library staff will assess the technological issues and charge the borrower accordingly. Missing parts or damage will result in the following charges:
  - Hotspot: \$60.00
  - Charger: \$15.00
11. The following behaviors may result in the suspension of hotspot privileges and/or criminal prosecution:
  - Viewing, displaying, or disseminating materials that are judged in accordance with current legal definitions as being obscene.
  - Use of the internet in any way which violates federal, state, or municipal laws.
  - Failure to return hotspots in a timely manner.

I understand I must present my library card and photo identification to the Reference Desk to check out a hotspot.

**Internet Policy and Hotspot Patron Agreement Form**

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, or otherwise ask a staff member for assistance. If any technical problems are encountered, I should return the device immediately to the Reference Desk.

I understand devices must be returned to the Reference Desk, NOT in the book drop or to another library, within 14 days of checkout. 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, I will be charged the full replacement cost of \$75.00.

I understand and I agree that an overdue charge of \$2.00 per day, up to the full replacement cost of \$75.00, 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.

**Internet Use**

Woodford County 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.

**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 loan policy and agree that I am responsible to return this equipment to the Woodford County Library 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 14 days. Overdue charges are \$2.00 per day. I acknowledge that the hotspot is NOT to be returned in the outside book drop, but must be returned inside the library. Devices returned in the book drop could result in a \$75.00 fine.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Library Staff**

Patron: \_\_\_\_\_ Library Card Number: \_\_\_\_\_

Phone number: \_\_\_\_\_ Date: \_\_\_\_\_

Hotspot number: \_\_\_\_\_

\_\_\_ Checked Library card and photo ID \_\_\_ Reviewed policy, due date and fines \_\_\_ Staff initials