

# Adrian District Library Mobile Wi-Fi Hotspot Policy

## Mobile Hotspots

In order to promote access to online resources, the Adrian District Library offers Mobile Wi-Fi Hotspots as a part of its circulating collection. A Mobile Hotspot is a device that can be used almost anywhere to create a wireless network so patrons can connect to the Internet via any Wi-Fi-enabled mobile device, laptop, printer, digital camera or gaming device. Service is only available within the continental United States. If you use the device outside of the service area, you will be billed for all roaming charges and any other associated fees.

## How do I check out a Hotspot?

A Mobile Hotspot checks out for 2 weeks with no renewals. Any Adrian District Library cardholder who is 18 or older and has a card in good standing may check out a Hotspot. New library cardholders will have a one month waiting period before they may check out a hotspot. Patrons who repeatedly fail to return hotspots on or before the due date may have their hotspot borrowing privileges revoked for 3 months. Patrons must agree to and sign the Mobile Wi-Fi Hotspot Policy prior to checking out a device.

## What checks out with the Hotspot?

You will receive a bag with the following items:

- Case containing:
  - Mobile Hotspot Unit (with battery and SIM card already installed)
  - Power Adapter
  - Power Cord
- Instructions

## Can I get help setting it up?

Because of the many different functions in setting up a hotspot, staff may not be able to provide specialized or technical knowledge about the device. Due to staff availability while working the public service desk, staff may only assist patrons with minor questions.

## Where do I return the Hotspot?

Hotspots must be returned to a staff member at the Main Desk. You will be charged \$5.00 for returning the Hotspot in a book drop. You will also be responsible for any damage to the device if returned in a book drop. Hotspots may not be returned to another library.

## What happens if the Hotspot is overdue, lost or damaged?

- You are responsible for applicable costs if the device and/or its peripherals are lost or damaged.
- The mobile hotspot should be kept in a temperature-controlled environment. **DO NOT leave it in your car.**
- The overdue fine is \$5.00 per day until returned.

The Adrian District Library reserves the right to turn patron accounts with long overdue, lost, or damaged items over to a collection agency.

Approved by the Adrian District Library Board of Trustees on March 13, 2018; updated August 21, 2018



## Adrian District Library Mobile Wi-Fi Hotspot Policy Agreement

In order to promote access to online resources, the Adrian District Library offers mobile Wi-Fi hotspots as a part of its circulating collection. A mobile hotspot is a portable device that can be used almost anywhere to create a wireless network so users can connect to the Internet via any Wi-Fi enabled mobile device, laptop, printer, digital camera or gaming device. A hotspot may be checked out by any Adrian District Library cardholder who is at least 18 years of age and whose card is in good standing.

Each hotspot circulates in a case along with a power cord, power adapter with USB port and instructions. The user is responsible for returning all of these items in good condition. The user will be responsible for the cost of repair or replacement of the item if it is returned damaged.

Hotspots are to be returned to a staff member at the Main Desk, not in a book drop. Patrons will be held responsible for damage to the item if it is returned in a book drop. There are no renewals for hotspots. Wireless service will be terminated if the hotspot is not returned on the due date.

The library is not responsible for information accessed while using this device, for personal information that is shared over the Internet, or for any computer viruses that may be transferred to user storage devices. Tampering with library equipment, including bypassing security functions, is prohibited. Hotspot users are encouraged to follow safe Internet practices. The library also does not guarantee that the hotspot will provide a consistent Internet connection. Connectivity may fluctuate based on a variety of circumstances. **Service is only available within the continental United States.** If you use the device outside of the service area, you will be billed for all roaming charges and any other associated fees.

### Mobile Hotspot replacement costs due to loss or damage:

Mobile Hotspot Unit: **\$72.00**

SIM Card: **\$20.00**

Battery: **\$15.00**

Case: **\$30.00**

Power Adapter: **\$15.00**

Power Cord: **\$10.00**

(If you had a one piece charger, you will be charged \$25 as it will be replaced with a power adapter and power cord)

Overdue fine: **\$5.00 per day**

Returning hotspots in book drop: **\$5.00**

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

Hotspot #: \_\_\_\_\_

Staff Initials Checkout: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Initials Returned: \_\_\_\_\_ Date: \_\_\_\_\_

Patron Name: \_\_\_\_\_

I agree to assume full responsibility for the safety and care of the above mobile hotspot equipment during the time it is checked out to me. My signature below acknowledges that I have read, understand and agree to all of the terms and conditions of the Adrian District Library mobile hotspot policy. I understand that if the item is returned damaged, I will be assessed a fee to repair or replace the hotspot. The replacement cost plus any processing fees will be charged if the item is not returned.

Signature

Date

