

## **WI-FI HOTSPOT POLICY**

Wi-Fi Hotspots may be checked out to Sims Library card holders ages 18 and above with Library cards in good standing (i.e. Library card is not blocked due to unpaid fines or lost material). Checkout is limited to one per household. The lending period is two (2) week, and can be renewed once so long as no holds are placed on the item. Hotspots are available at the Main Desk on a first-come, first-served basis from the time of opening until one (1) 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 electronic devices. 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 device. Please remember that the responsibility to navigate the internet safely and legally lies with the user, not the Nicholas P. Sims Library or its employees.

- A patron must present a Library card and government-issued photo identification to the Library staff. At the time of check-out, the hotspot becomes the responsibility of that patron.
- Any changes in condition or content while in the patron's care will be the patron's responsibility. The patron is responsible for damage, loss, or theft. Patrons should have a basic working knowledge of the device on checkout. If any technical problems are encountered, patrons should return the device immediately to the Main Desk. If device fails, please contact staff or return to Library immediately for inspection.
- Devices must be returned to the Main Desk at least one (1) hour before the Library closes, and should never be returned in the book drop or to another Library. **Devices returned in the book drop will result in a \$20 fine.** The device will be examined to ensure it has not been tampered with. If damage to the device is discovered by Library staff, these costs will be added to the patron's account.
- A returned hotspot must remain available in the Library for 24 hours before the same patron, or another patron living in the same household, may check it out again.
- All materials associated with hotspot must be present for the device to be checked in. An overdue device will be deactivated within 24 hours.
- Please keep device in a temperature-controlled environment; do not leave in a car.
- Please fully charge the battery before returning to the Library. Please only use the cord and charger provided.
- **An overdue charge of \$5 per day up to the full replacement cost of \$66 will be charged for a hotspot that is not returned.** Damaged devices or parts will be charged at full replacement cost. Patrons are responsible for full replacement cost if the device or any parts are lost, stolen, damaged, or otherwise not returned. **If the borrower fails to pay the replacement cost for a lost device, s/he will be banned from checking out Library materials. Three (3) late returns for any electronic device will result in being permanently banned from borrowing all devices.**

**I understand and agree to these rules of use. By signing this form, I accept the above loan policy and am stating that I am responsible to return this equipment to the Library in good working condition and free from damage.**

Original: August, 2016

Reviewed: September, 2017 Revised: 2021, 2023, 2024, 2025

Approved by Library Board of Directors

# Nicholas P. Sims Library WI-Fi Hotspot Lending Policy

Wi-Fi Hotspots may be checked out to Sims Library card holders ages 18 and above with Library cards in Good standing (i.e. Library card is not blocked due to unpaid fines or lost material). Checkout is limited to one per household. The lending period is two (2) weeks, and can be renewed once so long as no holds are placed on the item. Hotspots are available at the Main Desk on a first-come, first-served basis from the time of opening until one (1) 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 electronic devices. 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 device. Please remember that the responsibility to navigate the internet safely and legally lies with the user, not the Nicholas P. Sims Library or its employees.

- A patron must present a Library card and government-issued photo identification to the Library staff. At the time of check-out, the hotspot becomes the responsibility of that patron.
- Any changes in condition or content while in the patron's care will be the patron's responsibility. The patron is responsible for damage, loss, or theft. Patrons should have a basic working knowledge of the device on checkout. If any technical problems are encountered, patrons should return the device immediately to the Main Desk. If device fails, please contact staff or return to Library immediately for inspection.
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Checkout: *Patron:* Please fill out the following fields:

Library Card Number \_\_\_\_\_

Print name \_\_\_\_\_

Email address/Phone # \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Staff:* Please check off to indicate that all pieces of equipment are present at time of check-out.

\_\_\_ Wi-Fi Hotspot \_\_\_ Instruction sheet \_\_\_ Charging cable \_\_\_ Carrying case \_\_\_ Patron ID copied (attached to form)

Hot Spot # \_\_\_\_\_ Due Date \_\_\_\_\_ Staff initial and date \_\_\_\_\_

Check-in: *Staff:* Please check off to indicate that all pieces of equipment are present at time of check-in.

Do not check in if all pieces are not present.

Staff initial and date \_\_\_\_\_

\_\_\_ Wi-Fi Hotspot \_\_\_ Instruction sheet \_\_\_ Charging cable \_\_\_ Carrying case

Approved by Library Board of Directors 8/2016

Revised: February 2023; Reviewed: 2025