

Wabash Carnegie Public Library Wi-Fi Hotspot Lending Agreement

In order to support the Wabash Carnegie Public Library ("WCPL") mission of meeting our community's cultural, educational, informational, and life-long learning needs, our library now circulates Wi-Fi hotspots.

WCPL lends portable Wi-Fi hotspots (collectively "hotspots" and individually "hotspot") to its card holders, ages 18 or older, who have a current Wabash Carnegie Public Library card that is in good standing (e.g. library card is not blocked due to unpaid fines or lost material). Borrowers cannot check out on a minor card that they have signed responsibility for if the adult within the household has a library card in our system. If no library card is held by an adult within the household then the cosigner can check out on a minor's card.

The undersigned agrees, understands, and acknowledges as follows:

- To abide by the Wabash Carnegie Public Library's lending policy as stated above.
- Hotspots cannot be checked out until a 30-day period has passed from the patron's initial registration date.
- To pay an overdue fine if the hotspot is returned late. Hotspots generate an overdue fine of \$3 per day (maximum \$30).
- One late return of a hotspot is allowed. All following late returns will result in a 30-day suspension of hotspot borrowing privileges.
- To pay replacement costs if any or all hotspot items (including, but not limited to, battery, case, sim card, micro USB cable, and power adapter) are stolen, lost, not returned, or damaged. Replacement costs: hotspot \$100, battery \$20, case \$15, sim card \$15, micro USB cable \$5, power adapter \$5. TOTAL REPLACEMENT COST IS \$160.
 - If one or more items are missing upon return the patron has two business days to return the item(s).
- WCPL is not liable or responsible for damages or expense resulting from the use or misuse of the hotspot device, including patrons' accessing of any online content determined to be illegal or obscene according to federal, state, or municipal law, or the downloading of malicious software onto patrons' personal devices.
- Parents or guardians are responsible for monitoring what their children or minors access via the hotspots.
- Patrons must present their government issued photo ID at time of hotspot checkout.
- Hotspots have a lending period of seven (7) days.
- Renewals are not allowed. After return of hotspot, an attempt to checkout another by the same patron, or any other library card holder in the same household, cannot occur for a 24-hour period.
- Hotspots are limited to one checkout per household at any given time.
- Internet service will be remotely turned off after a 1 day grace period for any late hotspots.
- Patrons are responsible for the hotspot during its 7 day checkout period, including damage, loss, or theft of the hotspot.
- Hotspots must be returned directly to library staff at the circulation desk. DO NOT RETURN HOTSPOT TO THE BOOK DROP. Hotspots returned to the book drop will result in a \$10 policy breach charge.
- Borrowers, along with a library staff member, will verify that all accessories are present (case, micro USB cable, power adapter) and that the hotspot is in working, undamaged condition at the time of checkout and check-in.

Approved on: 2/20/18, 10/16/18, 4/16/19, 10/15/19

I was given a copy and have read the entirety of this hotspot policy and lending agreement, and my signature below indicates my agreement with the above statements.

Patron's Name _____

Signature _____ Date _____

Address _____

Hotspot Checklist

Due Date:	Date Returned:	Time Returned:	Hotspot #
ITEMS PRESENT AT CHECKOUT	PATRON INITIALS	ITEMS PRESENT AT CHECK-IN	STAFF INITIALS
Case		Case	
Hotspot		Hotspot	
Battery		Battery	
Sim Card		Sim Card	
Micro USB Cable		Micro USB Cable	
Power Adapter		Power Adapter	
Login Info Card		Login Info Card	

Note: If hotspot turns on and shows signal bars, then both the battery and sim card are present.

Missing Items at Check-In? _____

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