

## Ericson Public Library

# Hotspot Borrowing Agreement

[Ericson@boone.lib.ia.us](mailto:Ericson@boone.lib.ia.us) Circulation Desk: 515-432-3727

### Guidelines for Borrowing and Use

- Hotspots can only be checked out and returned at the Ericson Public Library Main floor circulation desk (1<sup>st</sup> floor). DO NOT USE THE BOOK DROP. You will be charged an additional \$25 fee if the hotspot is returned in the book drop.
- Only residents of Boone County who are 18 years of age or older and library cardholders in good standing may borrow a hotspot.
- The cardholder must present a photo ID and a valid library card number in order to check out a hotspot.
- Borrowers must read, understand, and sign this agreement every time a hotspot is checked out.
- Hotspot will check-out for one week. They may only be renewed – if there are no holds – once the equipment has been returned and checked in by staff in person.
- The Hotspot cannot be used outside the U.S.
- Borrowers, along with a library staff member, will verify that all accessories are present at the time of check-out and check-in:
  - Hotspot Device
  - Charging cable
  - Case
  - Battery

### Fines and Liability

- The overdue fine is \$10.00 per day for a maximum of \$50.00. This maximum fine does not include any and all equipment replacement costs, which are billed separately.
- When the hotspot reaches 1 day past due, it will be deactivated, rendering the device unusable.
- The borrower is responsible for the costs associated with damage or loss of the hotspot and all accessories due to neglect or abuse. Replacement costs are as follows:
  - Hotspot Device - \$80
  - Battery - \$10
  - Case - \$15
  - Sim Card (installed in hotspot) - \$25
  - Charging Cable - \$10
- Patrons will be held responsible for all applicable replacement costs and processing fees, up to \$150.00 for the hotspot and/or accessories if lost, stolen or damaged while checked out. The library will not accept replacement hotspots or accessories purchased by the customer. The minimum *replacement cost* of a hotspot is \$150.00.

### Proper Care and Use

- Do not leave the Hotspot in a hot vehicle, nor should you expose it to moisture.
- Do not remove the SIM card for any reason.
- If the Hotspot prompts you to update its software, you may accept. The software update should only take a few minutes.
- We recommend keeping the hotspot plugged in when possible, as the battery can run down quickly when in use.

# Hotspot Lending Agreement

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

I agree to:

- Follow the Library’s Guidelines for Borrowing and Use above, which apply to the use of this device. It is my responsibility to know, understand and abide by these guidelines. Initials:
- Return the Hotspot promptly so other patrons may also have access to the device. Initials:
- Use proper care for the Hotspot as outlined above. Initials:

I have read this document and my signature below indicates my agreement with the above statements.

Print Name

Borrower Signature at Checkout

Check for Inclusion and Condition:

Hotspot	Case
Charging cable	Battery

Date \_\_\_\_\_

Library Card # \_\_\_\_\_

Staff Initials \_\_\_\_\_

Government ID – type/# \_\_\_\_\_

Due Date (from Atrium) \_\_\_\_\_

## HOTSPOT RENEWAL

If you want to renew your hotspot for another week, you must bring the unit in to the Main floor Circulation Desk (unless otherwise approved). IF there are no holds and your card is still in good standing, staff may renew the hotspot for one (1) week. Please **INITIAL below indicating you acknowledge that the agreement above still applies.**

Date Renewed \_\_\_\_\_ New Due Date \_\_\_\_\_ Staff Initials \_\_\_\_\_ **Patron Initials** \_\_\_\_\_

Date Renewed \_\_\_\_\_ New Due Date \_\_\_\_\_ Staff Initials \_\_\_\_\_ **Patron Initials** \_\_\_\_\_

## HOTSPOT RETURN – Required after two (2) renewals.

Return Date \_\_\_\_\_ Late fines: None or \$ \_\_\_\_\_

Hotspot Condition:  Satisfactory  Problem Observed – Explain: \_\_\_\_\_ Staff Initials \_\_\_\_\_

Check for Inclusion and Condition:

Hotspot	Case
Charging cable	Battery

I understand I remain liable for any damage caused to this Hotspot and/or its accessories, even after initial check-in, until such time a thorough inspection can be performed by authorized staff. Initials:

Borrower Signature at Return

Date of Return