

## Title: Mobile Hotspot Lending

Effective Date: 12/18/17

Authorized By: Library Board of Trustees

Date of Last Revision: 12/18/17

Hotspots are available to any Huntington City-Township Public Library card holder 18 years old and older in good standing. Patrons must present their library card or valid ID upon checkout. Hotspots may not be checked out by reciprocal borrowers or PLAC card holders.

Devices will be checked out for seven days. They must be checked out and returned to the HCTPL circulation desk during operating hours. If a device is returned in the outside drop box, a \$10 fee will be added to the patron's account.

Patrons may place holds on hotspots or reserve them. Hotspots will be held for 24 hours after the pick up date. If hotspots are not picked up by the end of the 24-hour period, holds and reservations will be cancelled and the devices will move to the next patron in line.

Patrons may only check out one device at a time. The devices may be renewed up to 2 times. Devices cannot be renewed if another patron is waiting for the item.

Patrons will be required to sign a checkout agreement on their first use of a hotspot.

### **DAMAGED OR LOST HOTSPOTS**

Once a hotspot is checked out to a patron, it becomes the responsibility of that patron. Hotspots should not be loaned or given to anyone other than the card holder.

Any changes in the device's condition while in the patron's care will be the patron's responsibility.

Patrons are responsible for costs associated with damage, loss, or theft of hotspots and their accessories. Patrons should make all reasonable efforts to maintain the security of the hotspot to avoid theft or damage.

Upon check-in, 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.

If the device or any associated material is lost or damaged, the patron will be charged the actual cost of the replacement or repair of these items.

Patrons will be advised of approximate replacement costs at the time of checkout.

### **OVERDUE DEVICES**

Overdue devices will have Internet access deactivated within 24 hours after their due dates. The overdue fine will be \$2 per day. Items 48 hours overdue will be declared lost, and full replacement costs will be charged.

### **RIGHT OF REFUSAL**

The Library reserves the right to refuse service to patrons who abuse equipment or who have a history of returning items late.