



# Hotspot Borrowing Policy

## Purpose

In order to make hotspot borrowing available to all persons on an equal basis, the DeWitt Community Library Board of Trustees has adopted the following policy, separate from the Circulation Policy for hotspot borrowing.

## Guidelines for Hotspot Borrowing

1. Residents of City of DeWitt, Rural Clinton County, and CCPLA Contracting Cities who are 18 and older with library cards in good standing may check out a hotspot. "Good standing" is defined as a library card account with no overdue materials or unpaid charges.
2. Cardholders must have a current, working email address on file with their library account.
3. Cardholder must present photo ID and valid library card number to check out a hotspot.
4. Only (1) hotspot per household may be checked out at any given time.
5. Borrowers must read, understand, and sign this agreement before a hotspot is checked out.
6. Hotspot cannot be used outside the US.
7. Hotspots must be returned to the main circulation desk. Hotspots returned in the book return will be assessed charges for any damage.
8. Borrowers, along with a library staff member, will verify that all accessories are present at the time of check out and check in.

## Fines and Liability

1. The overdue fine is \$5.00 per day for a maximum of \$100. This maximum fine does not include any and all equipment replacement costs, which are billed separately.
2. When the hotspot reaches two (2) days past due, it will be deactivated, rendering the device unusable.
3. 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:
  - a. Hotspot Device-\$264
  - b. Case- \$15
  - c. Hotspot Laptop- \$ 350
  - d. Power cord- \$ 25
  - e. Sim Card- \$25
4. Patrons will be held responsible for all applicable replacement costs and processing fees, up to \$400 for the hotspots and/or accessories if lost, stolen, or damaged while checked out. The library will not accept replacement hotspots or accessories purchased by the patron.

## **Proper Care and Use**

1. Do not leave the hotspot outside, in a hot vehicle, or expose it to moisture.
2. Do not remove the SIM card for any reason.
3. If the hotspot prompts you to update software, you may accept. The software update should only take a few minutes.
4. We recommend keeping the hotspot plugged in, when possible, as the battery can run down quickly when in use.



## Hotspot Borrowing Agreement

Hotspot/Hot Laptop # \_\_\_\_\_

I agree to:

1. Follow DeWitt Community Library's HotSpot Circulation and Internet Policies. It is my responsibility to understand and abide by these guidelines. Initials \_\_\_\_\_
2. Return to the hotspot to the Circulation Desk. Initials \_\_\_\_\_
3. I have read this document and my signature below indicates my agreement.

Print Name \_\_\_\_\_

Signature of Borrower \_\_\_\_\_

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Staff Use

### Hotspot Checkout

HotSpot/Laptop \_\_\_\_\_ Case \_\_\_\_\_ Instructions \_\_\_\_\_ Cable \_\_\_\_\_ SIM Card \_\_\_\_\_

Check out Date: \_\_\_\_\_ Due Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Patron Card #: \_\_\_\_\_

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### Hotspot Return

HotSpot/Laptop \_\_\_\_\_ Case \_\_\_\_\_ Instructions \_\_\_\_\_ Cable \_\_\_\_\_ SIM Card \_\_\_\_\_

Check In Date: \_\_\_\_\_ Late/Damage Fees: \_\_\_\_\_ Explanation of Damage: \_\_\_\_\_

Staff Initials: \_\_\_\_\_ Patron Initials: \_\_\_\_\_

8/2023