



100 East Garfield Street
Clarinda, Iowa 51632
712-542-2416 *p*
712-542-3590 *f*
www.clarindapubliclibrary.org

Circulating Hotspot Policy¹

Patrons wishing to check out a mobile hotspot must have a valid Public Library card in good standing and be eighteen (18) years or older. Mobile hotspots are checked out for 7 days at a time with up to 2 renewal periods, as long as there are no holds on the item. Due to high demand hotspots are only held for 2 days before the reservation will be canceled. Only one hotspot per household is allowed. At the time of checkout, the borrowing patron must present their library card and state-issued ID. Upon checkout, Library staff will confirm, in the presence of the borrowing patron, that all items are present in the hotspot kit². The patron must sign the Mobile WiFi Hotspot Device User Agreement before a hotspot can be checked out. Mobile hotspots may not be returned via the library's book drops or to other libraries. Patrons must bring the hotspot inside the building to library staff in order to be checked in.

A "Quick-Use" Hotspot may also be available for use. The "quick-use" hotspot cannot be reserved or held and only checks out for 3 days. A household must wait at least 24 hours before borrowing a quick use hotspot again.

The replacement cost for a lost or damaged hotspot is \$200.00. There may also be a separate charge for lost or damaged hotspot accessories (protective case and/or charging cord, \$15.00 each).

Mobile hotspot service is provided by U.S. Cellular. Internet service relies on cell tower technology and coverage. Service outside the continental United States is prohibited; any fees associated with use outside of this area will be the responsibility of the borrower. User experience can vary based on location. The Library is not responsible for personal information shared over the internet or for information or websites accessed. The Library is not responsible for any liability, damages, or expense resulting from the use of the hotspot.

Please Report any damage or missing parts immediately to library staff.

Service to mobile hotspots will automatically be turned off by the Library once the item is three days overdue. Patron accounts are subject to suspension of borrowing privileges as outlined in the Library's Circulation Policy.

By borrowing and initiating use of the Library's hotspot, the user agrees to abide by the Library's policies and rules, and agrees to hold the Library and its agents harmless from any and all claims, losses, damages, obligations, or liabilities, directly or indirectly, relating to the use of the Library's hotspot and internet access provided by the Library. Deliberate altering of any files or modifying the configuration of Library-owned equipment is strictly prohibited.

¹ Also know as Mobile Wireless Internet (WiFi) Hotspots

² All items must be returned to the library and in working condition. Items components not returned in original working condition will be access a fee along with any late fees.



Board Approved: 11-19-20

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Circulating Hotspot Device User Agreement

First and Last Name: _____

Date: _____

Address: _____

Phone: _____

In order to borrow a Mobile Wi-Fi Hotspot, you must meet the following guidelines:

- Be at least 18 years old.
- Have a current library card and be in good standing with the library.
- Have Photo ID, a copy will be made.

Your signature indicates your agreement to the following:

- I accept full responsibility for the Wi-Fi Hotspot while it is checked out to me.
- I will not attempt to alter the device in any way.
- I will return the Hotspot & accessories in person to a library staff member at the front desk.
- Hotspots lend for 7 days and may be renewed if there are no holds up to 2 times.
- Due to high demand hotspots are only held for 2 days before the reservation will be canceled.
- A Quick Use Hotspot may be available for use. The "quick-use" hotspot cannot be reserved or held and only checks out for 3 days. A household must wait at least 24 hours before borrowing a quick use hotspot again.
- I accept full financial responsibility for the Hotspot and agree to pay all costs associated with damage to or loss of the device and/or the accessories while checked out to me. (Replacement cost is \$200)
- I understand the library may use any appropriate means to collect the amount owed by me for fees, damages, or loss. Hotspots must be returned in the condition it was checked out as judged by library staff.
- If the hotspot is overdue, the Library will shut down the connection, which will make the device unusable. I understand that I will pay the replacement fee for the device, and all associated costs.
- If I encounter any problem with the Hotspot, I will return it and all its component parts to the library immediately.
- I have read and agree to the library's Mobile Hotspot Lending Policy and Internet Use Policy and Guidelines and agree to use the device in a responsible manner, consistent with the educational and informational purpose for which they are provided and not for any unauthorized, unethical, or illegal purposes.
- I have read, understand, and agree to comply with the library's, Equipment, Computer & Internet Policies (www.clarindapubliclibrary.org/library-policies.html). I agree to hold the Library and its representative harmless for any and all loss, problem or damage resulting from my use of the Library computers or internet access. Further, I agree to indemnify the Library for any loss or liability that may incur as a result of any violation of the Computer Use Policy (state or unstated) by me.
- Those using the equipment must comply with all copyrights, rights and other information regarding the use, display and public viewing of equipment and materials while using the Hotspot.

Any Internet use contrary to the policy outlined above may, at the sole discretion of library staff, result in the loss of the library Mobile WiFi Hotspot and/or Library Internet privileges.

Borrower's Signature: _____

Date of Birth: _____