Audrey Pack Memorial Library

Hotspot Lending Policy

*Mobile hotspots and laptop computers are available for checkout; the lending program’s purpose is to provide equal access to the internet and technology.*

***Hotspot toolbox includes:***

* ***MiFi Verizon device***
* ***USB charging cable***

***Laptop computer toolbox includes:***

* ***Laptop***
* ***Charging cord***
* ***Laptop case***
* ***Mouse (upon request)***

**Patrons who borrow a technology toolbox from the library must sign and agree to the following terms and conditions:**

1. Technology (MiFi and/or Laptop) may be borrowed from Audrey Pack Memorial Library if the patron is age 18 and above with a current library card in good standing (no lost book fines, no outstanding items) and a current utility bill to confirm residency with the library’s service area.
2. The MFi hotspot loan period is for **ONE week**, first-come, first-serve basis, the loan period for a laptop computer is **TWO weeks**, first-come, first-serve basis.
3. You may not renew items but you can have your name placed on the HOLD list for items.
4. MiFi hotspot is limited to one per household at any given time.
5. A 24-hour period must elapse between checkouts for patrons living in the same household.
6. Once technology items are checked out, they become the sole responsibility of the library card holder.
7. Any use of library technology for illegal, threatening, harassing, defamatory, obscene materials is prohibited. Failure to follow this guideline will result in suspension of patron’s library card.
8. Any use of library technology for unauthorized copying of copyright-protected material in any format is prohibited. Failure to follow this guideline will result in suspension of patron’s library card.
9. Library technology (laptop computers, MiFi’s) must be returned to front desk, do not return items to drop box. Failure to follow this guideline will result in suspension of patron’s library card.
10. The overdue cost for MiFi’s and/or laptop computer is $1.00 per day. Service to the hotspot will be suspended after 1 day overdue.
11. The library is not responsible for damages, any liability from the use or misuse of the borrow devices. The library is not responsible for loss of data, connection, downloaded content.

**Loss and Damage:**

The library reserves the right to charge the borrowing patron’s account for the cost of repairing or replacing a damaged device at the Library Director’s discretion.

Borrowing patrons will be charged for the cost of replacing lost technology,

Laptop Computers $350

MiFi hotspot $120

The library reserves the right to refuse service to patrons who abuse equipment and who are repeatedly returning items late.

Laptop computers are equipped with theft recovery software.

Patrons who borrow technology will be asked to complete a short survey. Survey answers will be used to improve and consider additions to library services.

I have read the above terms and conditions and agree to be responsible for technology borrowed as well as fines, including charges for lost or damaged technology.

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**

**MifFi hotspot Laptop computer Due date: \_\_\_\_\_\_\_\_\_\_\_**