

## **HOTSPOT LENDING & CIRCULATION POLICY**

### **Policy Statement**

*The Hotspot Program supports the Beaman Memorial Public Library's strategic plan objective to "offer the community access to technology programs, services, and resources."*

### **Who Can Borrow a Hotspot?**

Any CW Mars cardholder in good standing is eligible to borrow a hotspot. A cardholder is in good standing if their registration is active and their account has an outstanding balance below \$10.

Hotspot borrowers must be 18 years of age or older.

Only one hotspot at a time may be borrowed per household.

### **For How Long?**

Hotspots may be borrowed for two weeks.

Renewals are not permitted. Hotspots must be returned to the Library and may be checked out again if there is no one waiting for a hotspot.

### **Fines & Fees**

If a hotspot is not returned on time, internet use will be disabled and the patron will be fined \$5.00 per day. Fines will be capped at \$25.00. Costs related to the replacement of a lost or damaged hotspot are separate from fines.

### **Loss or Damage**

The replacement cost for a lost or damaged hotspot is currently \$100 but may increase based on actual replacement costs.

### **Acceptable Use**

Borrowers will adhere to the Library's Internet Access and Safety Policy when using a hotspot.

[https://beamanlibrary.org/images/documents/INTERNET\\_ACCESS\\_AND\\_SAFETY\\_2017.pdf](https://beamanlibrary.org/images/documents/INTERNET_ACCESS_AND_SAFETY_2017.pdf)

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BEAMAN MEMORIAL PUBLIC LIBRARY  
POLICY MANUAL

While checked out, a hotspot remains the responsibility of the borrower. Borrowers should not lend a hotspot to friends or associates.

Any attempt to alter the configuration of a hotspot is strictly prohibited and may result in loss of borrowing privileges.

## Hotspot Availability

Hotspots are available on a first-come, first-served basis and may not be reserved ahead of time. They may be checked out again if there is no one waiting. Patrons may place their name on a waitlist if they do not currently have a Beaman Library hotspot checked out to their household.

When a hotspot becomes available, staff will notify the patron by phone, and the patron will have until the end of the next business day to pick up the hotspot. If the device is not picked up by this time, the patron will be removed from the waitlist and the device will go to the next person. If the device is no longer needed, patrons should contact the Library to let staff know.

Hotspots must be returned to a staff person at the Beaman Memorial Public Library's Adult service desk. They may not be returned at other libraries or returned in book drops.

A hotspot must be returned to the Library with its power cord, SIM card, battery, rain pouch, and case in the same, good working condition that it was in when it was checked out.

If a hotspot is damaged or not working, return it to the Beaman Memorial Public Library's Adult service desk and report the nature of the damage to a staff person.

## Disclaimers

The Library is not responsible for any files, data, or personal information accessed/transmitted using a hotspot and cannot guarantee quality of the Wi-Fi service.

The Library will have no liability for direct, indirect, or consequential damages related to the use of a hotspot, including loss of data, or privacy invasions. Those who use a hotspot do so at their own risk and assume full liability for their actions.

Hotspot users access the internet through the T-Mobile network, not the Library's network.

A violation of this Policy may result in a loss of borrowing privileges.

Illegal acts involving Library equipment or services may be subject to prosecution.