



WSPL Hotspot Borrowing Policy

Adopted: 5/12/2022

BORROWER STATUS

Borrower of the Hotspot Kits must be eighteen (18) years of age with a library card in good standing. Parents/caregivers may check out a Hotspot Kit for their children with the understanding that they are ultimately responsible for the care and timely return of the device.

DATA USE

The WSPL Hotspot will connect up to 10 devices. Excessive data use could result in connection slowing down.

Hotspots are not to be used for sending or receiving text messages. A fee is assessed for each text message and borrower account will be charged.

International Roaming is not allowed. If any additional charges are incurred on the Hotspot during the borrower's loan period, they will be added to the borrower's library account.

LOAN PERIOD

Loan period is for one (1) week only. The device and all contents are due back 7 days from the date of check out. Data will be turned off after the 7th day.

FEES

If a Hotspot is overdue, the library may deactivate the data plan for that device. A ***\$5.00 Deactivation Fee*** will be charged to the patron's account for each instance. Fees for the Hotspots must be paid in person at the Walworth-Seely Public Library circulation desk.

If the device is not returned in 2 weeks it will be marked LOST and the full replacement fee will be assessed to the borrower's library account.

RETURNING THE HOTSPOT KIT

The device and kit contents **must be returned to the Walworth-Seely Public Library Circulation Desk.** Do not return in book drop or to another library. Damage can occur to the device or contents from the book drop or in delivery. If the device is returned in the book drop or to another library, Hotspot borrowing privileges will be suspended and ***a fee of \$5.00*** (not including any charges for damages that may occur) will be assessed to borrowers' library account.



RENEWALS AND HOLDS

Hotspots may be renewed 1 time if there are no patron holds. Renewals must be done online through the patron library account, in person OR by phone prior to the close of business the day the device is due. Hotspots will be turned off the day after it is due back to the library and a Deactivation Fee will be added to the patron's account.

If a patron *does not currently have a Hotspot checked out to their account (regardless of service provider)*, a hold may be placed on a Hotspot for 2 business days. The device will be made available to the public for checkout after 2 days. Failure to pick up Hotspot on hold could result in a **\$1.00 "Failure to Pick Up Hold" Fee**.

CARING FOR THE HOTSPOT

The patron is responsible for the proper use and care of the Hotspot while it is checked out to their account. Like any electronic device, the Hotspot must be handled with care to ensure reliable operation. Novatel Wireless recommends the following guidelines:

1. Protect the device from liquids, dust, and excessive temperatures.
2. Store the Jetpack in a safe place when not in use
3. Do not leave the device plugged in after it has reached a full charge. Doing so can potentially cause the device to overheat and may cause damage to the battery.
4. Ensure the wall socket is located near the equipment and is easily accessible as to not add extra stress to the charging cable and the device.

Additional instructions are included in each kit, and should be reviewed prior to device use.

REPLACEMENT FEES

The total replacement fee for the Hotspot Kit is \$122.00 for the Franklin T-9 and \$226.00 for the Verizon Jetpack. Any replacement fees for lost or damaged items in the Hotspot Kit must be paid in person at the Walworth-Seely Public Library circulation desk.

- One (1) Verizon Jetpack Mifi 7730L - \$180.00
- One (1) T-Mobile Franklin T-9 - \$68.00
- One (1) compatible black charging cord - \$12.00
- One (1) compatible black USB outlet plug - \$10.00
- One (1) Protective case for Hotspot and cord - \$12.00
- One (1) Walworth-Seely Public Library Bag with tag and barcode - \$20.00

Please contact the library with any questions regarding the Hotspots.

This policy will be reviewed and amended by the Walworth-Seely Public Library Board of Trustees on a bi-annual basis, or more frequently as needed. Copies of the most recent version will be available at the Library and at walworthlibrary.org/policies.



Borrower Agreement and Use

Borrower Information: (please print)

Name: _____ Library Barcode: _____

I understand that I am responsible for the safe and timely return of the WSPL Hotspot Kit to the Walworth-Seely Public Library circulation desk. I acknowledge that I have read and understand the Rules of Use listed outlined in the WSPL Hotspot Borrowing Policy. If damages, fees or additional charges associated with misuse occur during my loan period, I understand that my library account will be charged and I will be responsible for making payment in full.

Borrower Signature: _____ Date: _____

Staff Signature: _____ Date: _____

Staff – All borrowers must sign a Borrower Agreement Form prior to the first check out. Borrower is to receive a copy of signed agreement for their records. Original copy to be filed in agreement binder. A note is to be placed on patron account as well.