

ELLSWORTH PUBLIC LIBRARY
MOBILE HOTSPOT LENDING POLICY

Mobile Hotspots are portable devices that provide wireless internet (WiFi) access on many devices (laptop, smartphone, MP3 player, tablet, etc.). Hotspots typically use mobile broadband service from cellular providers for high speed Internet access.

Borrowing Procedures:

- Borrowers must be 18 years of age or older and present a valid, MORE library card in good standing.
- Ellsworth Public Library Hotspots are not available for transit to other libraries or for interlibrary loan.
- Borrowers must agree to and sign a terms of use agreement.
- Devices must be checked out and returned at the circulation desk.
- Only one Hotspot per household may be checked out at any given time.

Borrowers responsibilities:

- Borrowers are responsible for the safekeeping and return of these items to the library in good working order and assume liability for the equipment while it is in their care.
- Borrower is responsible for damaged and/or missing pieces of the lent items and agrees to cover the cost of damage and/or replacement costs, as determined by the library and listed on the carrying case.
- If a borrower discovers any pre-existing damage to the Hotspot checked out, the borrower should notify library staff as soon as possible. Failure to notify the library of existing damage limits the borrower's ability to dispute charges for a damaged device or equipment.

Lending Regulations:

- Lending period is fourteen (14) days and may not be renewed.
- There is a \$1.00 per day late fee per mobile Hotspot.
- If the Hotspot has not been returned within 15 days of the return date the library will deem the item lost and Borrower shall be responsible for the entire amount to replace the Hotspot. Failure to pay outstanding amounts in a timely manner or to return all equipment may subject Borrower to civil and criminal penalties.
- Ellsworth Public Library mobile Hotspots may not be returned to other libraries.
- Ellsworth Public Library requires that Hotspots be returned inside the library and **not** to any book drop.
- The Hotspot is not considered returned until all items associated with it, including (but not limited to) AC adapter, USB cord, instructions, and carrying case, have been returned to the library in good condition. If any items are missing upon return, the library reserves the right to refuse acceptance of the equipment until all items are returned.
- If an item is returned at the library via book drop or other means, the Library may notify the patron that the item will be not be cleared from their account until all items are returned. These refusals/notifications do not waive any late fees.

Performance of the Hotspot will vary depending on location and coverage in the area. Hotspots are an open wireless connection and the Library is not responsible for information access using this device or for personal information shared over the Internet. Hotspot users are encouraged to follow safe Internet practices. Hotspot users agree to refrain from online activity that violates federal, state, or local laws.

The library does its best to provide clean, secure, and fully functional equipment, but is not responsible for charging the device or unforeseen hardware or software failure. Library staff will make every effort to document any existing damage.

The library reserves the right to deny the use of mobile Hotspots to any Borrower who repeatedly loses or returns equipment late.

Borrowers agree to abide by the library policy and procedures.

Adopted: July 30, 2019