

Munford-Tipton County Memorial Library Hotspot Lending Policy

Eligibility

To borrow a Hotspot you must be a Munford-Tipton County Memorial Library cardholder, eighteen (18) years of age or over, in good standing (no fees or over-dues). Borrower must read and sign the Munford-Tipton County Memorial Library Hotspot Borrowers Agreement.

If patron or patron household has any outstanding fees or over-dues, hotspot use is prohibited. Under no circumstance will a patron be allowed to borrow a hotspot for another individual.

Loan Period and Availability

Hotspot checkouts are limited to one (1) per household for up to seven (7) days and can be renewed once as long as there is nobody waiting on the reserve list. Hotspot holds expire after three (3) days. If a device is not picked up within three (3) days of a patron placing it on hold, the device will be loaned to the next patron on the reserve list. Hotspots must be returned to Library Staff at the Circulation Desk. **HOTSPOTS CANNOT BE RETURNED TO THE DROP BOX.** Overdue Hotspots will be deactivated within 24 hours of the due date. Overdue fines are \$1.00 per day.

Liability

The Library is not responsible for any liability, damages or expense resulting from the use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from the use of the device.

The Patron should have a basic working knowledge of the hotspot device upon checkout. If any technical problems are encountered, the patron should return the device immediately to the Circulation Desk.

The Patron is financially liable for any lost, stolen, or damaged hotspot, power cords, cases, etc. Fees for hotspots, power cords, cases, etc. will be processed the same as fees for other Library materials.

The hotspot must be in working condition when it is returned or the cost will be added to the patron's account.

The Patron understands that Internet Content Filtering is NOT provided through the hotspot. Parents / Legal Guardians are responsible for monitoring what is accessed via the Wi-Fi hotspot.

Description and Fees

- Fees for lost/stolen/damaged* items are as follows:
 - Hotspot Unit- \$200.
 - Wall Plug- \$20
 - Power Cord- \$20
 - Case- \$15

*Damage charges will be assessed based on the actual repair or cost to replace item.

Compliance

The Library reserves the right to take appropriate action to insure compliance with this policy. Actions may include being banned from borrowing a hotspot.

Hotspots are purchased by the Munford-Tipton County Memorial Library to provide the borrower with an internet connection.

Unacceptable use of this device:

- Uses for any purposes that violate applicable federal, state, or local laws including copyright laws
- Interfering with or disrupting the hotspot device
- Attempting to gain or gaining unauthorized entry to other computing information or communications sources or devices (hacking)
- Malicious, threatening, harassing, or obscene behavior or language
- Misrepresentation of oneself
- Activities that could cause congestion and disruption of networks and systems

Proper care and use:

- The Hotspot should be kept in a temperature controlled environment. Do not leave it in your vehicle.
- Do not remove the SIM card for any reason,
- If the Hotspot prompts you to update its software, you may accept. The software update should only take a few minutes.

Policy Subject to Revision

The Library's "Hotspot Borrowing Policy" will be reviewed and revised as needed.