

# The Milltown Public Library Mobile Hotspot Guidelines

## Guidelines for Borrowing

- For those patrons under the age of 18 the device **MUST** be checked by a parent/guardian.
- A valid Milltown Public Library account must be presented at the time of checkout.
- Patrons must be in good standing with the library, with a current contact information on file and not owe the library any money.
- Hotspot devices may be checked out for 7 days with no renewals.
- You may check out one device per person and per household at any time.
- Devices **MUST BE RETURNED TO A STAFF MEMBER AT THE CIRCULATION DESK**, and NOT placed in the indoor OR outdoor book drop.
- Funding for these devices is supported by the Emergency Connectivity Fund Program which stipulates that patrons certify their lack of access. The library is required to maintain records to show the usage of these devices for reporting and audit purposes, but will not include a patron's personal information in those records. **By obtaining a device, you are confirming you do not have access to sufficient equipment or services to meet your educational needs as stated in the Library's Acceptable Use Policy.**

## Fines and Liability

- The overdue fine for hotspot and its components will be \$5 per day until returned.
- If the hotspot is not returned within 7 days, the library will shut down the connection, which will make the device unusable. I understand that I will pay the replacement fee for the device, and all associated costs.
- Patrons will be charged \$10 for devices returned to an indoor OR outdoor book drop.
- If I encounter any problem with the Hotspot, I will return it and all its component parts to the library immediately and inform library staff of the problems I encountered.
- I will not attempt to alter the hotspot in any way.
- The device should be kept in a temperature-controlled environment: **DO NOT** leave it in your car.
- The patron is responsible for costs associated with loss, theft, or damage of the electronic device and/or peripherals.
- Abuse of the mobile hotspot program will result in a loss of borrowing privileges.

### Electronic Device Replacement Costs

- Mobile Hotspot - \$100
- USB Wall Charger – \$10
- USB-C Charging Cable – \$15
- Storage Case - \$10