AR 3036  WI-FI HOTSPOT BORROWING AGREEMENT

• Borrowers of the Hammond Public Library’s hotspots must have an up-to-date and valid Resident Hammond Public Library card that is in good standing. Borrower must be 18 or older. Any fines or fees on a patron’s account must be below the $10 limit to maintain good standing.

• When checking out a hotspot, the patron must sign this form assuming complete responsibility for any damage to and/or loss of the equipment or software configurations. Costs for damages may average $100 or more depending on the replacement cost for the hotspot and its accessories.

• Patrons must return the hotspot by the due date and time specified. Devices will be deactivated if overdue. Overdue fines will be charged at $1.00 per day. After 115 days overdue, the hotspot will be declared lost and full replacement costs will be due.

• The hotspot loan period is seven (7) days. Hotpots may be renewed once depending on availability, demand, or patron account standing.

• Limit one (1) hotspot checkout per patron account.

• Hotspots must be physically returned to a library employee. Hotspots may not be returned through a book/media drop box/slot. A $10 fee will be charged if hotspot is returned via the drop box/slot. Any damage caused by returning the hotspot via the drops will also be charged to the borrowing patron.

• Hotspots will be checked for functionality and accessories before being removed from the patron’s record.

I have read and understand the above guidelines and agree:

Patron Name: ____________________________    Patron Barcode #: ____________________

Patron Signature: ____________________________    Date: ______________

Hotspot # issued: ____________________________

Checkout Date: ____________________________    Staff Initials: __________

Return Date: ____________________________    Staff Initials: __________

Adopted 05/2019