

# Stafford Library Mobile Wi-Fi Hotspot Borrower Agreement

First & Last Name (print): \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

In order to borrow a Mobile Wi-Fi Hotspot, you must meet the following guidelines:

- The borrower must be at least 18 years old.
- The borrower must have a current STAFFORD Library card and be in good standing with the library. The library reserves the right to deny Wi-Fi hotspot borrowing privileges to patrons who have previously abused material or who have failed to return material or are repeatedly late in returning material.
- The borrower must provide a valid CT driver's license/ID.

Your signature indicates your agreement to the following:

- I accept full responsibility for the Wi-Fi hotspot while it is checked out to me. Any changes in condition or content while in my care will be my responsibility. I am responsible for damage, loss or theft.
- I will keep the hotspot in a temperature controlled environment. It will not be left in a vehicle or in extreme temperatures.
- I will not attempt to alter the device in any way
- I will return the Wi-Fi hotspot in person to a Stafford Library staff member at the Stafford Library circulation desk. I will not leave it in a book drop. Violation of this will result in a \$10 fine on my account.
- I will pay a late fee of \$3/day if I do not return the Wi-Fi hotspot by the due date. (Wi-Fi hotspots lend for 14 days and cannot be renewed.)
- If I lose or damage the Wi-Fi hotspot I will pay a \$150 replacement fee for the hotspot and the replacement cost for component parts.
- If the Wi-Fi hotspot is 3 days overdue, the library will shut down the connection which will make the device unusable.
- If I encounter any problem with the Wi-Fi hotspot, I will return it and all its component parts to the library immediately.
- I have read and agreed to the Stafford Library Wi-Fi Hotspot Lending Policy.
- Only 1 Wi-Fi hotspot per household may be checked out. After I return the device, I must wait 48 hours before checking out another device.

Borrower's Signature: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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### ***For Library Staff Use Only***

***(Attach copy of Driver's License or ID and provide patron with a copy of this agreement)***

Stafford Library Card # \_\_\_\_\_ Hotspot # \_\_\_\_\_ Due Date \_\_\_\_\_

#### **CHECK-OUT**

**Staff:** Please check off to indicate all pieces of equipment are present at time of check-out.

Hotspot  Charger  Carrying Case  Kit Bag  Patron ID copied  Instructions  Staff Initials

#### **CHECK-IN**

**Staff:** Please check off to indicate all pieces of equipment are present at time of check-in.

Hotspot  Charger  Carrying Case  Kit Bag  Instructions  Staff Initials

## **Stafford Library Mobile Wi-Fi Hotspot Lending Policy**

A Mobile Wi-Fi hotspot allows you to wirelessly connect your mobile device/laptop/computer to the internet. The hotspot is portable and connectable to a device almost anywhere.

The Stafford Library lends Wi-Fi hotspots to Stafford Library cardholders, 18 years and older who are in good standing with no fines or overdue items with the library. The Stafford Library reserves the right to deny Wi-Fi Hotspot borrowing privileges to patrons who have previously abused material or who have failed to return material or are repeatedly late in returning material.

New cardholders must establish a good borrowing record at the Stafford Library for 3 consecutive months with at least 3 checkouts before being allowed to borrow a Wi-Fi hotspot.

At the time of checkout, the borrowing patron must present his/her valid library card and a CT issued Driver's License or ID card and sign the Stafford Library Mobile Wi-Fi Hotspot Borrower Agreement.

Patrons accept full responsibility for the Wi-Fi hotspot while it is checked out. Any changes in condition or content are the patron's responsibility. Patron is responsible for damage, loss or theft.

Only one Wi-Fi hotspot may be borrowed on a patron's account at a time. Additionally, only one Wi-Fi hotspot may be checked out by a household at a time. Each Wi-Fi hotspot can support up to 8 devices; the more devices, the weaker the signal.

The loan period for Wi-Fi hotspots is two weeks with no renewals. If a patron wants to re-borrow a Wi-Fi hotspot, they must wait 48 hours before they can check out another hot spot.

Wi-Fi hotspots must be returned directly to a staff member at the circulation desk of the Stafford Library. They cannot be placed in a book drop, (outside or inside), or a \$10 fine will be placed on the patron's account. They must be returned to the Stafford Library, and not to another Connecticut library.

Wi-Fi hotspots must be kept in a temperature controlled environment. Extreme hot or cold can damage the Wi-Fi hotspot battery. Wi-Fi hotspots must not be left in a vehicle.

Late fees of \$3 per day will be charged for overdue Wi-Fi hotspots. After 3 days overdue, the Stafford Library will shut down the connection which will make the device unusable.

Patrons who lose or damage Wi-Fi hotspots will be charged \$150 plus the replacement cost for the component parts.

Patrons who encounter problems with the Wi-Fi hotspot must immediately return it to the library.

Mobile Wi-Fi hotspots are unsecured, wireless networks. Information sent or received could potentially be intercepted by another wireless user. By borrowing the Stafford Library's Wi-Fi hotspot, the user agrees to abide by the library's policies and rules, and agrees to hold the library and it's agents harmless from any and all claims, losses, damages, obligation or liabilities, directly or indirectly, relating to the use of the library's Wi-Fi hotspots and internet access. Any use of the device for illegal purposes, unauthorized copying of copyright-protected material in any format or transmission of threatening, harassing or defamatory or obscene materials is strictly prohibited.

Approved by the Stafford Library Board September 9, 2021.