

# **West Fargo Public Library**

## **Board Policy: Mobile Hotspot Lending Policy**

Approved: February 21, 2019; revised June 13, 2019

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### **Purpose**

In fulfilling the Library's mission to connect individuals with information, ideas, and with each other, the West Fargo Public Library lends mobile hotspots to library patrons through its "WiFi GO" service. This policy governs checkout of mobile Wi-Fi hotspots.

A "hotspot" consists of a wireless hotspot device, a charging cable, and device case. Terms of borrowing and use of the library's hotspots are described below. These terms are in addition to the West Fargo Public Library's Computer Use Policy and Equipment Checkout Policy.

### **Terms of Borrowing**

- Hotspots may be checked out by resident card holders, who have held a West Fargo Public Library card for a minimum of 3 months and whose accounts have no overdue materials or fines. Hotspots checked out by a Child or Youth cardholder must be signed for by a parent/guardian.
- Borrowers must present their active West Fargo Public Library card and a valid photo ID with information that matches library records. Patrons must use their own card.
- Hotspots are loaned for a period of 3 weeks. Only one hotspot may be borrowed on a patron's account at any one time. Borrowers may place a hold on a hotspot.
- Hotspots are the responsibility of the borrower; the borrower is responsible for all replacement costs associated with loss, damage or theft of the device or accessories due to neglect or abuse.
- Hotspots will be returned to the library service desk during the library's regular operating hours. Hotspots may not be placed in one of the library's outdoor or indoor book drops.
- If the hotspot has not been returned on its due date, service to the device will be deactivated.
- Patrons will allow time for staff to verify the good condition of the hotspot at the time of check out and when the hotspot is returned. Hotspots will not be considered returned until all components (device, charging cable, and device case) are returned to the library.
- Patrons will report any problems with the hotspot to a library staff person.

### **Terms of Use**

- Internet service varies based on location. The library does not guarantee availability of hotspot service, continuous service, or speed of the connection.
- Service outside the United States is prohibited. Fees associated with use outside this area will be the responsibility of the borrower.
- Borrowers agree to not make any permanent changes to the hotspot.

- Borrowers acknowledge that the library is not responsible for personal information shared over the internet while using the hotspot.
- Borrowers acknowledge that the library is not responsible for any liability, damages, or expense resulting from the use of the hotspot.
- Use of the hotspot for illegal activity or use that violates the library's Computer Use Policy is prohibited. Use of the hotspot for sending, displaying, or downloading material which may reasonably be construed as obscene is prohibited.
- Parents/guardians are responsible for the use of the hotspot by minors.

I have read and understand the above terms of borrowing and use. I understand that failure to comply with these terms will result in loss of borrowing privileges and may lead to prosecution.

**Signature:** \_\_\_\_\_

**Name (print):** \_\_\_\_\_

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

*Staff use only*

**Hotspot number:** \_\_\_\_\_

**Verify:**

- Adult (18 years or older; Child and Youth cardholders must have a parent/guardian signature)
- Card is 3 months old
- No overdue materials
- No fines
- Driver's license address must match our records
- Does not already have a hotspot checked out

**Check-out Inspection:**

Device inspected by \_\_\_\_\_ (staff initials) @ \_\_\_\_\_ am/pm on \_\_\_\_\_ (date)

**Check-in Inspection:**

Device inspected by \_\_\_\_\_ (staff initials) @ \_\_\_\_\_ am/pm on \_\_\_\_\_ (date)