

Middleton Community Library

HOTSPOT CIRCULATION POLICY

The Middleton Community Library (MCL) is providing Wi-Fi hotspots as a means to provide patrons in our community with high speed internet access at home.

MCL is not responsible for any damages resulting from use of the wireless data (hotspot) device, connection of the device to other electronic devices, or data loss resulting from use of the device. Wireless security is not implied. The user acknowledges and accepts all risks associated with the use of the device.

Checking Out:

1. Only current MCL cardholders in good standing may borrow a hotspot device. The borrower must be at least 18 years old.
2. The patron will need to complete a "Hotspot Device Agreement" prior to each checkout, acknowledging financial responsibility for lost or damaged equipment.
3. The checkout limit is one hotspot device per household at any given time.
4. Hotspot devices check out for one week and are NOT renewable.
5. Library staff will verify that the hotspot device is in good working order at the time of checkout.
6. Once a hotspot device is checked out, it becomes the responsibility of the patron until returned to library staff.
7. After one (1) day overdue, the hotspot device will be turned off and patron account will be blocked until device is returned.
8. MCL reserves the right to refuse service of hotspot device to any patron who damages device, returns a device late more than twice, or who returns a device in the book drop.

Checking In:

Hotspot devices must be returned directly to a staff member. Please return device 15 minutes before closing to allow staff time to properly check in device. Patron must wait until device is checked in.

Library staff will:

1. Verify the device is in operating condition
2. Do a visual check to ensure that the following items are returned in good condition:
 - a. hotspot device
 - b. power adapter
 - c. case
3. Check in the device
4. Recharge device if necessary

Fees and Liabilities:

1. \$5.00 fee for returning a hotspot device in the book drop
2. Late fees are assessed at the rate of \$1 per day.
3. Patron is responsible for the full replacement cost any parts that are lost, stolen, or damaged.
 - *hotspot device - \$50.00
 - *case - \$15.00
 - *chargers - \$15.00
4. If any technical problems are encountered, please return to the library.