

WALLED LAKE CITY LIBRARY

WI-FI HOTSPOT LENDING POLICY



The Walled Lake City Library lends Wi-Fi Hotspots to adults (18 or older) with a valid library card in good standing (i.e. non-expired accounts neither with fees exceeding \$5.00 nor any other blocks; valid for at least 90 days prior). Hotspots are available at the Circulation desks on a **walk-in basis only**, and checkout is limited to one (1) per household. Households must wait 14 days after returning a hotspot before another device can be checked out to any household member. **The lending period is 14 days, non-renewable.** Borrowers will be asked to provide additional ID along with their library card, e.g. driver's license, state photo ID, etc.

An overdue charge of \$2.00 per day will be charged for a Hotspot not returned on time, up to but not exceeding the full replacement cost of \$130.00. Hotspot will be deactivated after 48 hours of being overdue. Patron will be charged a \$5.00 reactivation fee. At three weeks overdue, the patron will automatically be charged the full replacement cost of the item.

Hotspots must be returned in person at the circulation desk. The device should never be returned in the book drop or to another library. Returning the device in the book drop will result in a \$5.00 fine. If returned in the book drop a second time it will result in patron being blocked from checking the device for six months. **Returning the device to another library will result in a \$10.00 fine and losing the privilege of borrowing Hotspots for six months.** If devices are not returned in a timely manner, civil and criminal action will be taken.

Upon return, the Hotspot will be examined to ensure it has not been tampered with or damaged. Borrowers are advised to wait until the Hotspot is checked in by a staff member at the Circulation desk. **The borrower is responsible for the full replacement cost of the Hotspot if the device or any parts are stolen, lost, altered, damaged, or otherwise not returned.**

You can complete this form and bring it with you when you are ready to pick up a Wi-Fi Hotspot device.

**My signature below confirms I have read and agree to the conditions of this
Wi-Fi Hotspot Lending Policy.**

Signature: _____ Date: _____

Name: _____ Phone: _____

Address: _____ City: _____ State: _____ ZIP: _____

Office Use Only

Patron Barcode _____

Additional Identification Provided _____

Staff Initials _____ Date _____