



# Le Mars Public Library

## Hotspot Borrowing Agreement

Staff@lemars.iowa.ia.us 712-546-5004

### Guidelines for Borrowing and Use

- Only Full-Access patrons (residents of Le Mars and Rural Plymouth County) who are 18 years of age or older and library cardholders in good standing may borrow a hotspot. "Cardholder" is defined as a resident having a library card for a **minimum of 30 days**. "Good standing" is defined as a library card account and any custodial children/guardians' accounts having fines and fees of less than \$5.00.
- The cardholder must have a current, working email address on file in their library record.
- The cardholder must present a **photo ID and a valid library card number** to check out a hotspot.
- Only **one (1) hotspot per household** may be checked out at any given time.
- Borrowers must read, understand, and sign **this agreement** before a hotspot is checked out.
- Hotspots check-out for seven (7) days, no-renewals.
- The hotspot cannot be used outside the U.S.
- hotspots should be returned **to the front desk**. hotspots returned in a book return may be assessed charges for any damage.
- Borrowers, along with a library staff member, will verify that all accessories are present at the time of check-out and check-in.

### Fines and Liability

- The overdue fine is **\$5.00 per day** for a maximum of \$100.00. This maximum fine does not include any and all equipment replacement costs, which are billed separately.
- When the hotspot reaches two (2) days past due, it will be **deactivated**, rendering the device unusable.
- The borrower is responsible for the costs associated with damage or loss of the hotspot and all accessories due to neglect or abuse. Replacement costs are as follows:
  - Hotspot Device - \$100
  - Felt Case - \$15
  - Power Cord - \$20
  - Sim Card (installed in hotspot) - \$25
- Patrons will be held responsible for all applicable replacement costs and processing fees, **up to \$250.00 for the hotspot and/or accessories** if lost, stolen or damaged while checked out. The library will not accept replacement hotspots or accessories purchased by the customer.

### Proper Care and Use

- Do not leave the hotspot outside, in a hot vehicle, or expose it to moisture.
- Do not remove the SIM card for any reason.
- If the hotspot prompts you to update its software, you may accept. The software update should only take a few minutes.
- We recommend keeping the hotspot plugged in, when possible, as the battery can run down quickly when in use.

#### Check for these 5 items before returning the HOTSPOT:

Hotspot Device

Felt Case

Box

Instruction Sheet

Power cord

January 19, 2022

Since most of the library's hotspots were funded with federal money through the Emergency Connectivity Fund, please certify the following:

I certify that

- I would otherwise lack access to equipment or services sufficient to meet my educational needs if not for the use of this hotspot provided by the Le Mars Public Library.
- By borrowing a Wi-Fi hotspot, I certify that I am not receiving benefits under the federal Emergency Broadband Benefit (EBB) program.
- I further certify that any device loaned to me is the property of the library and is expected to be returned by the due date undamaged, and I will notify the library immediately should the device be damaged, lost or stolen.

Patron Name: \_\_\_\_\_

Date of Signing: \_\_\_\_\_

\*\*\*\*\*

Library Records:

Library Card # \_\_\_\_\_

Eligible/Acceptable Use Policy Provided? Y/N

Check for these **5 items** before returning the hotspot:

- |  |                                     |                              |
|--|-------------------------------------|------------------------------|
| <input type="checkbox"/> Hotspot Device    | <input type="checkbox"/> Felt Case  | <input type="checkbox"/> Box |
| <input type="checkbox"/> Instruction Sheet | <input type="checkbox"/> Power cord |                              |