**Nauvoo Public Library Hotspot Policy and User Agreement**

**Give this form to patron.**

A hotspot is a wi-fi device you can use to connect a mobile-enabled device, such as a laptop, smartphone, or tablet, to the Internet.

Nauvoo Public Library makes hotspots available to Nauvoo Library card holders to assist in research, networking, and recreation. Hotspots are provided according to availability.

The following rules and regulations apply:

1. Nauvoo Public Library lends hotspot devices to Nauvoo Library cardholders ages 18 or above with library cards in good standing (i.e. library card is not blocked due to unpaid fines or lost materials). If a library cardholder under 18 would like to check out a hotspot device, they may do so only if a parent or guardian signs the user agreement on their behalf and takes full responsibility for the device.

2. A Hotspot Patron Agreement Form must be completed (see attached).

3. Hotspot checkout is limited to one per household.

4. The loan period is 3 days. Hotspot devices can be renewed by calling library staff at 217-453-2707. Devices may only be renewed two times and if there is no one else on the hold list for it.

5. Hotspots are available at the Circulation Desk. It is recommended that patrons place holds on hotspot devices by calling the library to ensure availability. The library reserves the right to refuse service to patrons whose cards are not in good standing.

6. Hotspots must be kept in a temperature controlled environment (not left in vehicles or in extreme temperature environments).

7. Fines for unreturned hotspots are $5 per day and will accumulate up to the full replacement cost of $200 for a hotspot that is not returned. If the hotspot is overdue, the service will be cut off and the user’s library privileges will be suspended.

8. The library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device.

9. The borrower assumes full responsibility for the cost of repair or replacement in the event that the hotspot is lost, stolen or damaged. The Library staff will assess the technological issues and charge the borrower accordingly. Missing parts will result in the following charges:

* Hotspot: $200
* USB cable:$15
* Adapter:$10
* Case:$15

If the hotspot is not returned, its wireless service will be discontinued and the hotspot will be unusable.

10. The Library is not responsible for information accessed using this device or for personal information that is shared over the internet. Hotspot users are encouraged to follow safe internet practices.

11. The following behaviors can result in the suspension of hotspot privileges and/or criminal prosecution:

* + Viewing, displaying, or disseminating materials that are judged in accordance with current legal definitions as being obscene.
  + Use of the internet in any way which violates federal, state, or municipal laws.

**Hotspot Patron Agreement Form – Keep this form.**

Patron is responsible for the safe-keeping and return of the hotspot and accessories to the library in good working order. The library is not responsible for any costs incurred while the patron is using the hotspot. Damages and/or missing items are the responsibility of the patron.

The hotspot is an electronic device and should be handled with care. Please follow these precautions:

* Do not expose the hotspot to extreme temperatures (example: leaving it in a car when it

is very hot or very cold outside).

* Keep the hotspot away from water, drinks, and food.
* Be careful how and where you carry/pack it.
* Refrain from dropping the device.

If the hotspot or any accessories are lost, stolen, or damaged, I agree to pay the full cost of repair or replacement:

* Hotspot: $200
* USB cable:$15
* Adapter:$10
* Case:$15

I have read and understand the above policy and instructions and agree to them.

Patron Address and Phone Number: ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Patron name (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Patron signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**For staff to fill out:** Check-Out Hotspot Number (1 or 2): \_\_\_\_\_\_\_\_\_

Date Due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff Initials:\_\_\_\_\_\_\_\_\_\_\_\_\_

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**For staff to fill out:** Return: Date \_\_\_\_\_\_\_\_\_\_\_ Hotspot \_\_\_\_ Cord \_\_\_\_\_ Adaptor \_\_\_\_\_ Case \_\_\_\_\_ Condition assessed \_\_\_\_\_\_\_\_

Staff initials\_\_\_\_\_\_\_