

B.B. Comer Memorial Library Mobile Hotspot Lending Agreement

The B.B. Comer Memorial Library (BBCML) has established a Wi-Fi hotspot lending program to provide patrons in our community with high-speed internet access. With this program, students can use the Internet for help with homework and projects, employees can travel with reliable internet access to meetings and presentations, and patrons can have home access to the library's digital resources such as our databases, online newspapers, e-books and e-Audiobooks. Patrons will be able to take advantage of our Wi-Fi hotspot lending program if they have a valid BBCML card in good standing, and a government-issued photo identification.

The BBCML is not responsible for any liability, damage 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 the device. Any use of the device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.

Wi-Fi hotspots may be borrowed by Library card holders ages 19 and above with an active (at least one year) Library card in good standing (no fines or overdue materials). Checkout is limited to one per household at any given time. **The Library reserves the right to revoke hotspot borrowing privileges to patrons who abuse equipment or who have three (3) late returns for any device checkout.**

Patrons who do not have an active library card must put down a one time \$100 deposit. Once the device is returned on time in good condition, the deposit will be returned. Patrons who have never had a library card can apply for one at the circulation desk. They will then be required to put down a \$100 deposit for the first year of hotspot checkouts. After one year is up and the account is in good standing, the deposit will be returned.

In order to borrow a hotspot, the patron's Library card and government-issued photo identification must be presented at the Circulation Desk or the drive-through window. At the time of check-out, a patron must complete a Mobile Hotspot Lending Agreement. Once a hotspot is checked out to a patron, it becomes the responsibility of that patron per the Mobile Hotspot Lending Agreement.

Hotspots may be borrowed for one week, with no renewals or reserves. They must be returned in person to the Circulation Desk or drive-through window, and never to the outdoor book drop. **Devices returned in the book drop will result in a \$25 fine.** If damage to the device is discovered by Library staff, these costs will be added to the patron's account. The overdue cost for the item is \$5.00 per day up to the full cost of the item (\$150).

Data will be turned off to the device the day after it is due, no exceptions. If a hotspot is not returned within one month of the due date, the borrower will be charged a \$150 replacement cost. If the borrower fails to pay the replacement cost for a lost device, their library privileges will be revoked.

All components of the device must be returned to avoid overdues and additional fees. Hotspot components include: Travel case (\$13.00); Charging cable and block (\$13.00); Barcode (\$1.00).

As a precaution, all hotspots must be quarantined for 24 hours after return to reduce the spread of COVID-19. Any returned device must remain in the library for 24 hours before a patron, or another patron living in the same fine free household, may check it out again.

Hotspot should only be plugged into the AC adapter while the device is charging. Once it is fully charged, unplug the hotspot to prevent overheating. Overheating could result in device malfunction and/or fire.

Patrons are responsible for verifying the network coverage at <https://www.t-mobile.com/coverage-map.html>