

WIRELESS HOTSPOT CIRCULATION POLICY

Jacksonville Public Library now has a Wi-Fi mobile hotspot lending program to provide patrons 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 databases, digital magazines, e-Books and e-Audiobooks. Patrons will be able to take advantages of our Wi-Fi hotspot lending program if they possess a valid Jacksonville Public Library card and government-issued photo identification.

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 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 established Library card in good standing (no fines or overdue materials). Patrons with accounts less than one year must provide a \$100 cash deposit. When the device is returned by noon on a Thursday of a week, the patron will receive a refund check from the City within the week for the \$100 deposit less any overdue/damage fees. If the device is returned later, the refund check will be issued the following Friday. Refunds for deposit require the written receipt within 90 days of return of the item in order for the refund to be processed. Refunds will not be issued after 6 months; it is the patron's responsibility to request the refund when the item is returned.

Checkout is limited to one mobile hotspot per household at any given time. The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning electronic devices.

In order to borrow a hotspot, the patron's Library card and government-issued photo identification must be presented to the Circulation Desk. At the time of check-out, a patron must complete a Wireless Hotspot Borrowing Agreement (See Appendix C). Once a hotspot is checked out to a patron, it becomes the responsibility of that patron per the Wireless Hotspot Borrowing Agreement.

A hotspot may be borrowed for two weeks. It is renewable one time if another eligible patron has not reserved it. It must be returned in person to a staff member at the Circulation Desk, and never to the indoor or outdoor book drops. Devices returned in a book drop will result in a \$25 fine. If damage to the device is discovered by the Library staff, these costs will be added to the patron's account. The overdue cost for the item is \$10.00 per day up to the full cost of the item (\$100). Data will be turned off to the device the day after it is due. All components of the device must be returned to avoid overdue fees. If a hotspot is not returned, the borrower will be charged a \$100 replacement cost. If devices are not returned in a timely manner, civil and criminal action may be taken. If the borrower fails to pay the replacement cost for a lost device, the borrower will be banned from further Library use.

Three (3) late returns for any device checkout will result in being permanently banned from borrowing all device.

Wireless Hotspot Borrowing Agreement

Wi-Fi hotspots may be borrowed by Library card holders ages 19 and above with an established Library card in good standing (no fines or overdue materials). Checkout is limited to one mobile hotspot per household at any given time. The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning electronic devices.

In order to borrow a hotspot, the patron's Library card and government-issued photo identification must be presented to the Circulation Desk. At the time of check-out, a patron must complete a Wireless Hotspot Borrowing Agreement.

Patrons with accounts less than one year old must provide a \$100 cash deposit. When the device is returned by noon on a Thursday of a week, the patron will receive a refund check from the City on that Friday for the \$100 deposit less any overdue/damage fees. If the device is returned later, the patron will receive their deposit check the following Friday. Refunds for deposit require the written receipt within 90 days of return of the item in order for the refund to be processed. Refunds will not be issued after 6 months; it is the patron's responsibility to request the refund when the item is returned.

Once a hotspot is checked out to a patron, it becomes the responsibility of that patron per the Wireless Hotspot Borrowing Agreement.

A hotspot may be borrowed for two weeks. It is renewable one time if another eligible patron has not reserved it. It must be returned in person to a staff member at the Circulation Desk, and never to the indoor or outdoor book drops. Devices returned in a book drop will result in a \$25 fine. If damage to the device is discovered by the Library staff, these costs will be added to the patron's account. The overdue cost for the item is \$10.00 per day up to the full cost of the item (\$100). Data will be turned off to the device the day after it is due. All components of the device must be returned to avoid overdue fees. If a hotspot is not returned, the borrower will be charged a \$100 replacement cost.

If the original charging cable is not returned, a fee of \$10 will be applied. If devices are not returned in a timely manner, civil and criminal action may be taken. If the borrower fails to pay the replacement cost for a lost device, the borrower will be banned from further Library use.

Three (3) late returns for any device checkout will result in being permanently banned from borrowing all devices.

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 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.

By signing below, I agree to abide by the terms and conditions listed in the above Wireless Hotspot Circulation Policy.

Print Name:

Library Card: _____

Phone Number: _____

Address:

Sign Name:
