



Hotspot Borrowing Agreement

Circulation Manager – Phone: 920-236-5203, Email: mschrottky@oshkoshpubliclibrary.org

Guidelines for Borrowing and Use

- OPL library cardholders in good standing may borrow a hotspot.
- The cardholder must present a photo ID and a valid OPL library card number to check out a hotspot.
- Borrowers must read, understand, and sign this agreement every time a hotspot is checked out.
- Hotspots check-out for 14 days; Only one hotspot may be checked out on an account at a time.
- Hotspots cannot be used outside the U.S.
- Borrowers, along with a library staff member, will verify that all accessories are present at the time of check-out:
 - Hotspot Device
 - Case
 - Charging cable
 - Power block
 - SIM card
 - Battery
 - Instructions

Fines and Liability

- The overdue fine is \$1.00 per day up to \$10. The overdue fine does not include any and all equipment replacement costs, which are billed separately.
- Hotspots that are overdue 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 may vary depending on the device:
 - Hotspot Device - \$68
 - Case - \$16
 - Charging cable - \$10
 - Power block - \$10
 - SIM card (installed in hotspot) - \$25
 - Battery - \$23
 - Instructions – no replacement fee
- Patrons will be held responsible for all applicable replacement costs and processing and/or accessories if lost, stolen, or damaged while checked out.
- The library may suspend a patron's hotspot lending privileges if there is a pattern of concerns.

Proper Care and Use

- Do not leave the hotspot in a hot vehicle, nor exposed 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.

Hotspot Lending Agreement

Hotspot # _____

If borrower is under 18, a parent or guardian must sign the agreement.

I agree to:

- Follow OPL Library's Circulation policies as well as the Hotspot Borrowing Agreement as detailed in this document, which apply to the use of this device. It is my responsibility to know, understand, and abide by these guidelines. **Initials** _____
- Return the hotspot to the Circulation Desk so other patrons may also have access to the device. **Initials** _____
- Use proper care for the hotspot as outlined above. **Initials** _____

I have read this document and my signature below indicates my agreement with the above statements.

Print name: _____

Current Phone Number _____

Borrower Signature at Checkout _____

HOTSPOT CHECKOUT	HOTSPOT RETURN
Check for inclusion and condition:	Check for inclusion and condition:
<input type="checkbox"/> Hotspot Device	<input type="checkbox"/> Hotspot Device
<input type="checkbox"/> Case	<input type="checkbox"/> Case
<input type="checkbox"/> Charging cable	<input type="checkbox"/> Charging cable
<input type="checkbox"/> Power block	<input type="checkbox"/> Power block
<input type="checkbox"/> SIM card	<input type="checkbox"/> SIM card
<input type="checkbox"/> Battery	<input type="checkbox"/> Battery
<input type="checkbox"/> Instructions	<input type="checkbox"/> Instructions
OPL Library Card # (last 6) _____	Return date _____
Verified name with photo ID – Staff initials _____	Late fines: None or \$ _____
Check out date _____	Hotspot condition:
Due date _____	<input type="checkbox"/> Satisfactory
Comments:	<input type="checkbox"/> Problem observed – Explain:
Staff initials _____	Staff initials _____
Borrower initials _____	

OPL-Wide General Files\ Procedures\ Circulation Desk