

Brown Memorial Library

Mobile Hotspot Loan Agreement and Application

Guidelines for Borrowing and Use

- Borrowers must be **age 18 and over** with Brown Memorial Library cards in good standing (i.e. library card is not blocked due to unpaid fines or lost materials).
- Hotspot checkout is limited to **one** per cardholder.
- Hotspot hold is limited to **one** per cardholder.
- Devices can only be checked out and returned at the circulation desk. **HOTSPOTS SHOULD NEVER BE RETURNED IN THE BOOK DROP.**
- Patron must present a valid Brown Memorial library card and government-issued photo identification at the time of check-out.
- Hotspots check out for **7 days** and **cannot be renewed**.
- The library is not responsible for any liability, damages or expense resulting from use or misuse of the device.
- Patron is responsible for damage, loss, or theft of the device.
- If any technical problems are encountered, patrons should immediately call Brown Memorial Library.
- Borrowers, along with a Brown Memorial Library staff member, will verify that all accessories are present at the time of checkout and check-in.

Fines and Liability

- Any overdue hotspot will be deactivated.
- Cardholders who have an overdue Mobile Hotspot will be blocked from borrowing until the hotspot is returned or the replacement fines have been paid below \$5.00.
- Patrons are responsible for costs associated with loss or damage of Mobile Hotspot and related equipment. Replacement costs:
 - Hotspot Device: \$100.00
 - Case: \$10.00
 - Charger block & charger cord: \$40.00
- Patrons are not permitted to purchase their own replacement items.
- Fines on overdue Hotspots will accrue at a rate of \$1.00 a day up to the cost of replacement.
- If all contents are not present, the device will remain checked out on the borrowers record until missing items are returned.

Proper Care and Use

- Do not leave hotspot in vehicles or areas with high humidity for an extended period of time.
- When charging is complete, disconnect charger from the hotspot.
- Do not remove the sim card for any reason.
- International travel prohibited.
- If the hotspot prompts you to update its software, you may accept. The software update should only take a few minutes.

Borrower's Initials: _____

- The Brown Memorial Library is not responsible for websites visited on the Mobile Hotspot.
- Library staff cannot troubleshoot problems related to the patron's hardware, software or configurations.
- The Library cannot guarantee a particular device will work with the Library's mobile hotspot.
- Library staff is not responsible for configuring patrons' equipment or providing technical assistance with connecting to the wireless network.
- Patrons use this service at their own risk. As with most public networks, any information being sent or received over the wireless network could potentially be intercepted by another wireless user. Patrons are discouraged from transmitting any credit card information, passwords and any other sensitive personal information while using any wireless network. The Library is not responsible for any personal information that is compromised or for any damages, alterations or interferences with patron's device(s) or data files resulting from use of the mobile hotspot. The Library is not liable for any consequences of wireless network access including loss of data, transmission of computer viruses and interception of sensitive data. Patrons are responsible for virus and security protection on their devices.
- The Library does not guarantee that the wireless network will be available at all times and is not responsible for outages and/or connectivity issues.

Patron to fill out the following fields:

Print Name: _____

Library Card #: _____

Phone Number: _____

Email: _____

Signature: _____

State ID # _____ Date: _____

By signing you agree to the above terms and conditions

Library Staff Only

_____ Checked Library card and Photo Identification.

_____ Reviewed policy, due date and fines assessed.

_____ Checked that device included hotspot, cord, instructions, and case.