

Flint Public Library Wireless Hotspot Policy

Circulating Procedures

Checking Out:

- Cardholders must be in good standing (i.e. Library account is not blocked due to unpaid fees or lost materials) to check out a hotspot. The checkout limit is one hotspot per household at any given time. The Library reserves the right to refuse service to anyone who abuses equipment or is repeatedly late in returning hotspots.
- Patrons must complete a “Hotspot Agreement” acknowledging financial responsibility for lost or damaged equipment.
- Patrons 18 and older may check out a hotspot.
- Hotspots are checked out and returned at the Circulation Desk at least one (1) hour before the Library closes. Hotspots will be checked for operating condition and completeness in the presence of the patron.
- Hotspots are checked out for seven (7) days with one (1) renewal available if no other patron is waiting for the item.
- Hotspots must be returned to Flint Public Library’s Circulation Desk and not at another library or in the book drop.

Checking In:

- The Adult Services Department staff will check in the hotspot and verify the hotspot is in operating condition.
- The Adult Services staff will do a visual check to ensure that the following items are returned in good condition:
 - The hotspot
 - Replacement costs depend on the model borrowed and range from \$120 to \$339.
 - 2 Quick Start Guides
 - Replacement cost is \$5 each
 - Power Cord and Charger
 - Replacement cost is \$10 each

Fees and Liabilities:

- Late fees are \$5.00 per day that the item is kept beyond its due date.
- The patron is responsible for full replacement cost if the hotspot or any parts are lost, stolen, damaged, or otherwise not returned.
- If any technical problems are encountered, the hotspot should be returned immediately to the Circulation Desk.

Hotspot Agreement

My signature below indicates I read the following statement, and I agree to abide by these conditions of use when checking out a hotspot from Flint Public Library:

- I agree to accept full responsibility for the hotspot while it is checked out to me.
- I will not tamper with the hotspot or accessories.
- I will pay a late fee of \$5.00 per day if I fail to return this hotspot to the Library's Circulation Desk by one (1) hour before the Library closes on the hotspot's due date.
- I accept full financial liability for the hotspot and accessories while in my possession.
- I agree to pay all costs associated with damage to, loss of, or theft of the hotspot and accessories (up to \$354) while it is checked out to me.
- I agree that the Library may use any appropriate means to collect the amount owed for fees, damage, loss, or theft. I acknowledge that failure to pay any amount owed will be considered an outstanding debt to Flint Public Library and will be added to my library account.
- I agree that failure to comply with this Hotspot Agreement will result in the loss of borrowing privileges.

Patron Name: _____

Patron Address: _____

I have received the hotspot in good working order:

Patron Signature: _____

Date: _____

Staff use only

Patron Library Card Number: _____

Staff Initials: _____