

Flint Public Library Wireless Hotspot Policy

Circulating Procedures

Checking Out:

- Only cardholders in good standing (i.e. library account is not blocked due to unpaid fees or lost materials) can check out a hotspot. The check out 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.
- Patron will need to complete an “Hotspot Agreement” acknowledging financial responsibility for lost or damaged equipment.
- Only patrons 18 and older may check out a hotspot.
- Hotspots can be checked out at the Circulation Desk until one (1) hour before the library closes. Hotspots must be returned to the Circulation Desk at least thirty (30) minutes before the library closes. When possible, the hotspots will be checked for operating condition and completeness in the presence of the patron.
- Hotspots are checked out for seven (7) days with 1 renewal available.
- Once a hotspot is checked out to a patron, it becomes the responsibility of that patron per the Hotspot Agreement.
- Hotspots must be returned to the Flint Public Library directly and not through the Interlibrary Loan van delivery or through the book drop.

Checking In:

- The Adult Services Department staff will check in the hotspot.
- The Adult Services Department staff will 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 \$100.
 - 2 Quick Start Guides \$5
 - Power Cord and Charger \$10

Fees and Liabilities:

- Late return fees are \$5.00 per day. (3 days grace during covid.)
- 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 Information Desk.
- Hotspot borrowers will be required to sign a Hotspot Agreement.

Adopted: 4/12/2021

Hotspot Agreement

My signature below indicates that I have read the following statement and that I agree to abide by these conditions of use when checking out a hotspot from the 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 return fee of \$5.00 per day if I fail to return this hotspot to the Library's Circulation Desk by the time it is due. (3 days grace during covid)
- 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 (\$100-\$115) 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 owing will be considered an outstanding debt to the Flint Public Library and will be added to my library account.
- I agree that failure to comply with any of these rules and guidelines 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: _____