

WAUKEE PUBLIC LIBRARY	BOARD
POLICY SECTION 3.4	ADOPTED 11/17
HOTSPOT LENDING	REVISED 05/23

MOBILE HOTSPOT LENDING POLICY

The Waukee Public Library has purchased mobile hotspots as a public service for library patrons to assist with schoolwork, professional work, recreational use, or other wireless internet needs. Given the expense of the mobile hotspot, the library requires a library card for check out. To ensure that these mobile hotspots are available and functional for all cardholders, the Waukee Public Library Board of Trustees have set forth the following guidelines for use:

- The library cardholder is responsible for any mobile hotspot borrowed from the Waukee Public Library, including its case.
- The library cardholder warrants that the hotspot was in good working order when borrowed and that the library patron will reimburse the Library if the hotspot is damaged, lost, or stolen while checked out.
- The hotspot CANNOT be returned in the book drop. Until the hotspot and case are returned inside the library and checked in, it is the library cardholder's responsibility.
- The mobile hotspots are available to Waukee Public Library cardholders age 14 or older in good standing.
- Only one mobile hotspot can be checked out or be on hold at a time per household address.
- Mobile hotspots check out for 10 days, can be renewed twice if available, and can be put on hold if available.
- Overdue fines for mobile hotspots will be accrued at a rate of \$2.00 per day to a maximum of \$10.
- If the mobile hotspot or accessories are not returned, it will be considered lost, the library cardholder will be charged the replacement fee below. Wireless service will be terminated and the device will be unusable.
 - Mobile hotspot \$100
 - Case \$20
 - USB cable \$10
 - Power Adapter \$10
- The library is not responsible for any liability, damages or expenses resulting from the use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from the use of this device.
- While using hotspots, each user must adhere to all local, state, and federal laws including, but not limited to, those concerning fraud, piracy, or obscenity. Use of the Library's hotspots in connection with illegal, disruptive, or destructive manner may result in the loss of mobile hotspot privileges and potentially criminal prosecution.