

## Wi-Fi Hotspot Lending Policy

The Henry County Public Library has established a Wi-Fi hotspot lending program to provide patrons in our community with high-speed internet access. With this program, students can use the Internet for help with homework and projects, employees can travel with reliable internet access to meetings and presentations, and patrons can have home access to the library's digital resources such as our databases, eBooks, streaming music and movies. Patrons will be able to take advantage of our Wi-Fi hotspot lending program with a Henry County Public Library card.

The Library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device. Any use of the device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.

Wi-Fi hotspots may be borrowed by Henry County Public Library adult card holders with library cards in good standing (i.e. library card is not blocked due to unpaid fines or lost material). Checkout is limited to one per household at any given time. The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning electronic devices.

Hotspots may be borrowed for 7 days. They must be returned in person to the Circulation Desk and never in the book drop. If damage to the device is discovered by Library staff, these costs will be added to the patron's account. The overdue cost for the item is \$1.00 per day up to \$10.00. If a hotspot is not returned, the borrower will be charged a \$60 replacement cost.

Three (3) late returns for any hotspot checkout will result in that patron losing hotspot borrowing privileges.

### Guidelines for Borrowing and Use

- Hotspots can only be checked out and returned to the circulation desk. DO NOT USE THE BOOK DROP.
- Borrowers must have a valid adult library card and be in good standing with the Library.
- Hotspots check out for seven days and can be renewed once as long as there is no one waiting on the reserve list.
- Borrowers, along with a library staff member, will verify that all accessories are present at the time of checkout and check-in (case, device, micro USB cable, power adapter, instructions.)



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### Fines and Liability

The overdue fine is \$1.00 per day for a maximum of \$10. When the hotspot reaches 1 day past due it 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. The complete replacement cost for the hotspot is \$60.

Individual accessory replacement fines are as follows:

Case - \$5

Micro USB cable - \$10

Power Adapter - \$10

### Proper Care and Use

- As with any electronic device, do not leave the hotspot in a hot vehicle for an extended period of time.
- 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.
- If your device displays a message that says, "Data Limit Reached," try turning the device off for a few minutes and then restart. Periodically, there will be heavy network congestion and you might have to wait until the congestion period is over before the device works properly.
- Do not leave the hotspot plugged in. Once it is fully charged, unplug it and let the battery run down before charging again. Please return the hotspot fully charged.
- Hotspots can only be checked out and returned to the Henry County Public Library circulation desk. **DO NOT USE THE BOOK DROP.**

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President, Board of Trustees

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Secretary, Board of Trustees