

# MATHEWS MEMORIAL LIBRARY

## Wi-Fi HOTSPOT LENDING AGREEMENT



### **Check Out The Internet with Mathews Memorial Library's Wi-Fi Hotspot Lending Program!**

A Wi-Fi Hotspot is a device you can use to connect a wireless-enabled device, such as a laptop, smartphone, or tablet, to the Internet. The Hotspot is portable and can connect your device wherever you are, provided there is adequate cellular data coverage. To enhance coverage in dead zones, the Hotspot can be connected to an external antenna included with the kit. Up to 5 devices may be connected simultaneously.

#### Policy

The Mathews Memorial Library lends Wi-Fi Hotspot Kits to Mathews Memorial Library cardholders, age 18 years old and above, free of charge. Cardholder must be in good standing (no excessive fines or overdue items) in order to be eligible to check out a Wi-Fi Hotspot Kit. Only 1 Wi-Fi Hotspot Kit per household may be checked out at a time.

Wi-Fi Hotspot Kits may be checked out for up to 3 weeks and may be renewed up to 2 times as long as there are no pending holds. Wi-Fi Hotspot kits are available at the Adult Circulation Desk on a first-come first-served basis or by placing a hold. Holds may be placed online through the library's catalog, in person at the library or by calling the library at 804-725-5747.

The library reserves the right to revoke checkout privileges for library Wi-Fi Hotspots if the guidelines of this lending agreement are not followed.

#### Procedure

I understand I must present my library card at the Adult Circulation Desk when I request to check out a Wi-Fi Hotspot Kit. Once a Wi-Fi Hotspot Kit is checked out to me, I understand that any damage, loss or theft becomes my responsibility. I understand that I am responsible for the use of the Wi-Fi Hotspot by any other individuals while checked out to me. Any attempt to alter the configuration of the Wi-Fi Hotspot is strictly prohibited and may be considered an act of vandalism and subject to full replacement cost value. If any technical problems are encountered, I agree to return the Wi-Fi Hotspot Kit to the library as soon as possible.

Wi-Fi Hotspot Kits must be returned at the library's Adult Circulation Desk by the due date and must not be returned in the external book drops. The Wi-Fi Hotspot Kit will be examined upon return for damage or missing parts. Overdue Wi-Fi Hotspots will be disabled 3 days after the due date if not renewed or returned. I understand and agree that a charge of \$1 per day up to the full replacement cost of \$150 will be assessed for overdue Wi-Fi Hotspot Kits returned past the due date. I further understand and agree that I am responsible for up to the full replacement cost of \$150 for any lost or damaged components included in the Wi-Fi Hotspot Kit at check in.

## Internet Use

Use of the Wi-Fi Hotspot is subject to the Terms of the Mathews Memorial Library *Computer and Internet Use Policy*. The Internet available through library Wi-Fi Hotspots is filtered in accordance with the Children's Internet Protection Act (CIPA). Any attempt to alter or bypass the content filtering provided is expressly prohibited. I understand that it is the borrower's responsibility to use the device in a responsible manner, consistent with the educational and informational purpose for which it is provided, and not for any unauthorized, unethical, or illegal purposes.

## Technical Support

Please refer to the included **Getting Started** guide for basic usage instructions. You may call the library at (804)725-5747 or email [staff@mathewslibrary.org](mailto:staff@mathewslibrary.org) for assistance or to schedule a time to come in for a demonstration. Do not attempt to repair a non-working Wi-Fi Hotspot on your own.

## Acknowledgement of Policy

I, \_\_\_\_\_ (print full name), understand and agree to these rules of use included in this lending agreement. By signing this agreement, I accept the above loan policy and agree to return this equipment to the Mathews Memorial Library at the Adult Circulation Desk in good working condition by the due date. If I fail to return this equipment, return it damaged or report it lost, I accept that I will be charged the fees as stated in this lending agreement.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Please fill out the following:

Library Card Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

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## Library Staff Only:

\_\_\_\_\_ Checked library card.

\_\_\_\_\_ Reviewed lending agreement.

\_\_\_\_\_ Checked that kit includes Hotspot, charging block, charging cable, antenna, 2 antenna adapters attached to antenna cables and **Quick Start** guide.

\_\_\_\_\_ Item checked out and due date stamped Due date: \_\_\_\_\_

PROVIDE A COPY OF THIS AGREEMENT TO THE BORROWER