**Guthrie Public Library**

**WIFI Hotspot Lending Policy**

The Guthrie Public Library (GPL) lends portable WIFI Hotspots to Guthrie Public Library card holders ages 18 or older who have a current GPL card. Suspended library cards/card holders are not eligible to check out WiFi Hotspots. GPL circulates hotspots for customers needing internet access for a limited period of time. The hotspot lending program is not intended to provide a subsidy for continual internet access.

GPL reserves the right to refuse service to customers. The Library is not responsible for any liability, damages or expenses resulting from use or misuse of the device, connection of the device to other electronic devices or data loss resulting from use of device. Using devices for illegal activity is prohibited by law.

**Hotspot kits include:**

* the hotspot
* carrying case
* wall charger
* instruction booklet

**Guidelines for Borrowing and Use:**

* A customer must present their Guthrie Public Library card and a photo identification to the circulation desk at the time of checkout, unless their picture is attached to their online account.
* Customers should have a basic working knowledge of the device at time of checkout. If any technical problems are encountered, customers should return the device immediately to the circulation desk.
* Hotspots may be placed on hold.
* The WIFI hotspot devices’ access to the internet will expire at the end of each loan period (14 days).
* Once a hotspot is checked out to a customer, it becomes the responsibility of the customer.
* Any changes in condition or content while in the customer’s care will be the customer’s responsibility. The customer is responsible for damage, loss, or theft.
* Hotspots can only be checked out and returned to the Guthrie Public Library’s circulation desk. DO NOT USE THE BOOKDROP. Devices returned in the book drop will result in a fine. If the device is damaged in the book drop, the full price will be charged.
* An overdue charge of $2.00 a day up to the full replacement cost will be charged for a hotspot that is not returned. Damaged parts or devices will be charged at full replacement cost.
* Hotspots must be returned with the hotspot, charger, instruction card, and case. Items returned with missing parts will incur charges, according to the fee schedule.
* If the borrower fails to pay the replacement cost for a lost device, their library privileges will be suspended. If devices are not returned in a timely manner, the GPL has the right to seek civil and/or criminal action. Multiple late returns of any checked-out device will result in suspension of library privileges.

**Fee Schedule**

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| --- | --- |
| Overdue Hotspot | $2.00/day |
| Lost or Never Returned Hotspot | $50.00 |
| Hotspot Charger | $15.00 |
| Hotspot Case | $10.00 |
| Instruction Card | $2.00 |
| Hotspot Returned in Book Drop | $5.00 plus the total amount of damaged hotspot |

I certify that I have read and understood the Guthrie Public Library’s Hotspot Lending Policy and will comply with

all rules and regulations.

Signature: Printed Name:

Library Card Number: Date: