**Cresco Public Library (CPL)**

 **Hotspot Borrowing Agreement**

Phone: 563-547-2540 Email: webmaster@cresco.lib.ia.us

Guidelines for Borrowing and Use:

* Hotspots can only be checked out and returned at the Cresco Public Library (CPL) circulation desk. DO NOT USE THE BOOK DROP. You will be charged an additional $10 fee if the Hotspot is returned in the book drop.
* Only CPL library cardholders who ages 18 & up and in good standing may borrow a hotspot.
* The cardholder must present a photo ID and a valid CPL library card number in order to check out a hotspot. Patrons must provide proof of address if address on ID is different from address of file in the form of a utility bill or lease.
* Borrowers must read, understand, and sign this agreement every time a Hotspot is checked out.
* Hotspots check-out for seven (7) days. They may not be renewed.
* The Hotspot cannot be used outside the U.S.
* Borrowers, along with a library staff member, will verify that all accessories are present at the time of check-out and check-in:
	+ - Hotspot Device
		- Case
		- Charging Cable

Fines and Liability:

* The overdue fine is $5.00 per day for a maximum of $50.00. This maximum fine does not include any and all equipment replacement costs, which are billed separately.
* When the hotspot reaches 1 day past due, the device’s access will be frozen. The library is the only entity that can turn internet access back on. When deactivated, the device is unusable and worth $0 for resale value.
* The borrower is responsible for the costs associated with damage or loss of the hotspot and all accessories due to neglect or abuse. Replacement costs are as follows:
	+ - Hotspot device: up to $225.00
		- Case: $6.00
		- Charging Cable: $19.00

Proper Care and Use:

* Do not leave the Hotspot in a hot vehicle, nor expose to moisture.
* 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.
* We recommend keeping the hotspot plugged in when possible, as the battery can run down quickly when in use.

**Hotspot Lending Agreement Hotspot # \_\_\_\_\_\_\_\_\_\_\_**

**I agree to:**

* Follow Cresco Public Library’s Circulation and Computer Internet policies as well as the Hotspot Guidelines for Borrowing and Use as detailed in this document, which apply to the use of this device. It is my responsibility to know, understand and abide by these guidelines. Initials: \_\_\_\_
* Return the Hotspot to the Circulation Desk so other patrons may also have access to the device. Initials: \_\_\_\_
* Use proper care for the Hotspot as outlined above. Initials: \_\_\_\_
* I understand that my account will be charged the replacement fee of $250, separate of any fines, if the device remains unreturned at 21 (twenty-one) days past due and will be referred to the Cresco Police Department after 30 (thirty) days past due. Initials: \_\_\_\_
* I am aware this item has no resale value and is unusable outside of CPL services.

Initials: \_\_\_\_

I have read this document and my signature below indicates my agreement with the above statements. Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Borrower Signature at Checkout \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HOTSPOT CHECK OUT**

 Hotspot Case

 Charging Cable

Check for Inclusion and Condition:

Check Out Date \_\_\_\_\_\_\_\_\_\_ Due Date (from Apollo) \_\_\_\_\_\_\_\_\_\_\_ Renewal Date (Apollo) \_\_\_\_\_\_\_\_\_\_\_

CPL Library Card # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Government ID – type/# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Staff Initials \_\_\_\_\_\_\_

**HOTSPOT RETURN**

Return Date \_\_\_\_\_\_\_\_\_\_\_\_\_ Late fines: None or $\_\_\_\_\_\_\_\_\_\_\_

 Staff Initials \_\_\_\_\_\_

 Hotspot Case

 Charging Cable

Check for Inclusion and Condition:

Hotspot Condition: \_\_\_Satisfactory \_\_\_Problem Observed – Explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand I remain liable for any damage caused to this Hotspot and/or its accessories, even after initial check-in, until such time a thorough inspection can be performed by Circulation Manager. Patron Initials: \_\_\_\_

Borrower Signature at Return \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_