

AR 3036 WI-FI HOTSPOT BORROWING AGREEMENT

- Borrowers of the Hammond Public Library’s hotspots must have an up-to-date and valid Resident Hammond Public Library card that is in good standing. Borrower must be 18 or older. Any fines or fees on a patron’s account must be below the \$10 limit to maintain good standing.
- When checking out a hotspot, the patron must sign this form assuming complete responsibility for any damage to and/or loss of the equipment or software configurations. Costs for damages may average \$100 or more depending on the replacement cost for the hotspot and its accessories.
- Patrons must return the hotspot by the due date and time specified. Devices will be deactivated if overdue. Overdue fines will be charged at \$1.00 per day. After 115 days overdue, the hotspot will be declared lost and full replacement costs will be due.
- The hotspot loan period is seven (7) days. Hotspots may be renewed once depending on availability, demand, or patron account standing.
- Limit one (1) hotspot checkout per patron account.
- Hotspots must be physically returned to a library employee. Hotspots may not be returned through a book/media drop box/slot. A \$10 fee will be charged if hotspot is returned via the drop box/slot. Any damage caused by returning the hotspot via the drops will also be charged to the borrowing patron.
- Hotspots will be checked for functionality and accessories before being removed from the patron’s record.

I have read and understand the above guidelines and agree:

Patron Name: _____ Patron Barcode # _____

Patron Signature: _____ Date: _____

Hotspot # issued: _____

Checkout Date: _____ Staff Initials: _____

Return Date: _____ Staff Initials: _____