



## **MOBILE HOT SPOT POLICY**

### **POLICY STATEMENT:**

In order to provide access to online resources and enhance its existing collection in size and depth, the Rock Island Public Library offers mobile hotspots as part of its circulating collection.

### **PROCEDURES:**

- Hotspots are shelved behind the public service desk.
- Patrons ask to check out a Hotspot from the Circulation staff.
- Staff will verify that the patron does not already have a Hotspot checked out.
- Staff will fill out the Hotspot paperwork, initial, then have the patron read through the rules and sign the paperwork.
- Paperwork will be stored in the same place where the Hotspot is stored, in place of the Hotspot case.
- When the Hotspot is returned, staff will check that it is in full working condition and that all components are included. If so, the item will be checked in, and the paperwork will be shredded within 48 hours of return.
- Library staff will immediately disconnect service on the first day Hotspot is overdue.
- If Hotspot is more than 30 days overdue, the Director of Circulation, or designee, will file a police report.

### **REGULATIONS:**

Hotspots:

- Are available for checkout to patrons 18 and older.
- Circulate for 7 days.
- Cannot be reserved or renewed.
- Can only be circulated to one individual/household at a time.
- Mobile Hotspots must be returned to the Rock Island Public Library location and public service desk from which it was checked out.
- Item may not be returned in an outside or inside book drop, or placed on the desk.

Patrons must wait 2 business days before checking out another Hotspot.

Daily late fees are \$5.00 per day.

There is up to a \$200 fee for damaged/lost Hotspots.

Full Hotspot Kit replacement costs are included in the Circulation Policy Fee Appendix.

Patrons may not remove the back cover of the Hotspot for any reason.

Defacing a Hotspot may result in a permanent ban from future Hotspot checkouts.

Patrons may be permanently banned, with cause, from Hotspot checkouts at the discretion of any member of the library management team.

**GUIDELINES:**

Reactivation and/or replacement costs will be billed to patron of record.

Individuals returning a hotspot for another patron cannot immediately check it out at return.

Library staff will gladly answer questions regarding the Hotspots, but cannot hook up a Hotspot on a patron's personal property/device.

The Library cannot be held liable for any damage incurred to personal devices when using a circulating Mobile Hotspot.

BOARD APPROVED: 6/20/2017

REVISED & APPROVED: 8/15/2017

REVISED: 7/22/2019; APPROVED: 8/20/2019

REVISED & APPROVED: 7/20/2021



## HOTSPOT PATRON AGREEMENT FORM

HOTSPOT # \_\_\_\_\_ DATE DUE: \_\_\_\_\_ DATE RETURNED: \_\_\_\_\_

LIBRARY CARD NUMBER: \_\_\_\_\_ HOTSPOT KIT BARCODE: \_\_\_\_\_

### **MOBILE HOTSPOT RULES OF USE:**

#### **Hotspots**

- Are available for checkout to patrons 18 and older.
- Circulate for 7 days.
- Cannot be reserved or renewed.
- Can only be circulated to one individual/household at a time.
- Mobile Hotspots must be returned to the Rock Island Public Library building and public service desk from which it was checked out.
- Item may not be returned in an outside or inside book drop, or left on the desk.

Patrons must wait 2 business days before checking out again.

Daily late fees are \$5.00 per day.

There is up to a \$200 fee for damaged/lost Hotspots.

Full Hotspot Kit replacement costs are included in the Circulation Policy Fee Appendix.

Patrons may not remove the back cover of the Hotspot for any reason.

Defacing a Hotspot may result in a permanent ban from future Hotspot checkouts.

Patrons may be permanently banned, with cause, from Hotspot checkouts at the discretion of any member of the library management team.

***I understand and agree to these rules of use.*** \_\_\_\_\_  
*initials*

By signing this form you are stating that you are responsible for returning ALL items associated with the circulating Mobile Hotspot. If items are not returned, you are responsible for payment of all items.

**Name (please print)** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Pieces inspected/check-out** \_\_\_\_\_  
*staff initials*

**Pieces inspected/check-in** \_\_\_\_\_  
*staff initials*