

## **Paterson Free Public Library**

### **Mobile Wireless Lending Policy**

The Paterson Free Public Library has established a Wi-Fi hotspot lending program to provide patrons in our community with high-speed internet access. With this program, students can use the Internet for help with homework and projects, employees can travel with reliable internet access to meetings and presentations, and patrons can have home access to the library's digital resources such as our databases, eBooks, streaming music and movies. Patrons will be able to take advantage of our Wi-Fi hotspot lending program with a Paterson Free Public Library card.

A "hotspot" consists of the mobile wireless hotspot device itself, as well as its charger and case. When a patron borrows a mobile hotspot, the patron's use of the equipment is available under the following terms and conditions. These terms and conditions are in addition to the standard Library policies (notably the Library's *Internet & Technology Use Policy*) and other terms and conditions described below for which the user is responsible.

In order to borrow a hotspot, patrons must be 18 years of age or older and have a Paterson Free Library card (in good standing). The Library will accept holds on the hotspot at the main service desk at branch locations. Patrons will be notified by phone only when their hold is ready for pick-up. Patrons will have 48 hours from the time of this notification call to check out the hotspot, after such time it will be released to another patron. This hold period may be extended, at the discretion of the Library, due to Library hours of operation.

At the time of checkout, the borrowing patron must present his/her library card and state-issued ID. Upon checkout, Library staff will confirm, in the presence of the borrowing patron, that all items are present in the hotspot kit. The patron must sign the Library's Hotspot Agreement before a hotspot can be checked out. Only one hotspot may be borrowed on a patron's account at any one time. The loan period for the hotspot is 14 days with no grace period and no renewals.

The Library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device. Any use of the device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.

Hotspots must be returned in person to the Circulation Desk, and never to another library. If damage to the device is discovered by Library staff, these costs will be added to the patron's

account. The overdue cost for the item is \$10.00 per day up to the full cost of the item. Any returned device must remain in the library for 24 hours before a patron, or another patron living in the same household, may check it out again. If a hotspot is not returned, the borrower will be charged a \$200 replacement cost. If devices are not returned in a timely manner, civil and criminal action will be taken. If the borrower fails to pay the replacement cost for a lost device, they will be banned from the library.

By borrowing and initiating use of the Library's hotspot, the user agrees to abide by the Library's policies and rules, and agrees to hold the Library and its agents harmless from any and all claims, losses, damages, obligations, or liabilities, directly or indirectly, relating to the use of the Library's hotspot and internet access provided by the Library. Deliberate altering of any files or modifying the configuration of Library-owned equipment is strictly prohibited.

Unlawful use of the internet or use that violates the Library's *Internet & Technology Use Policy* is prohibited and may result in the loss of privileges. The Library prohibits the use of its devices for the display or downloading of pornographic or obscene materials.

Internet service relies on cell tower technology and coverage. Service outside the continental United States is prohibited; any fees associated with use outside of this area will be the responsibility of the borrower. User experience can vary based on location. The Library is not responsible for personal information shared over the internet or for information or websites accessed. The Library is not responsible for any liability, damages, or expense resulting from the use of the hotspot. A hotspot can provide internet access for up to 10 devices.

Hotspots must be kept in a temperature-controlled environment (not left in vehicles or in extreme temperatures).

Parents/guardians are responsible for the use of the Hotspot by minors.

For assistance in the operation of the Library's Hotspots, borrowers may call the Library's Reference Desk during normal business hours.

Three (3) late returns for any device checkout will result in being permanently banned from borrowing all devices.

**July 29, 2020**

**Paterson Free Public Library Hotspot Lending Agreement**

I agree:

- To abide by the Paterson Free Public Library’s Hotspot Lending Policy as stated above
- To pay an overdue fine as stated above if returned late
- To pay full repair and/or replacement costs should the Hotspot or parts be stolen, lost, not returned, or damaged.

I have read the entire document and my signature below indicates my agreement with the above statements.

Valid Library card # \_\_\_\_\_ Device Number # \_\_\_\_\_

Name(printed) \_\_\_\_\_

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

Staff verified account, address, phone number

Staff signature \_\_\_\_\_ Date: \_\_\_\_\_

**July 29, 2020**