

ASSUMPTION PARISH LIBRARY HOTSPOT CHECK-OUT POLICY

Mobile Hotspots are now available to be checked out at the Assumption Parish Library. The Mobile Hotspots can provide internet access to smart phones, tablets, computers, and other wireless-enabled devices through the [Verizon cellular Data Network](#). The following policies govern the circulation of the hotspots, and should be read and thoroughly understood prior to checking out a hotspot.

1. Hotspots can only be checked out by patrons, **18 years and older**, with an active library card. The library card must be in good standing; no fines, no outstanding library materials, and no other blocks on the card or record.
2. Hotspots can be checked out for 7 days, and **cannot** be placed on hold.
3. Only **1 hotspot** can be checked out per card. Parents cannot check out a hotspot in a minor child's name.
4. Patrons who live at the same address **cannot** check out a mobile hotspot within **2 weeks** of its last return.
5. Patrons must present an active Assumption Parish Library card that is at least 4 months old and provide a valid, Louisiana- issued driver's license or ID card. The address must match the address on the library card.
6. The first time a hotspot is checked out the patron must read and sign a copy of the library's hotspot policy which will be kept on file. A copy will be given to the patron. However, each time the eligible patron checks out a hotspot, he/she will be required to complete a **Hotspot Agreement Form** and agree to comply with the **Hotspot Checkout Policy**. It is the patron's responsibility to read the policies prior to borrowing a hotspot. Copies of the policy are available at the circulation desk at all Assumption Parish Library branches and online on the library website: www.assumptionparishlibrary.com.
7. Hotspots are checked out on a first come - first serve basis for a maximum period of 7 days, adhering to the following:
 - a. Hotspots must be returned before or on the due date no later than **4:30, (30) minutes** before the library closes on weekdays and no later than **11:30** on Saturdays.
 - b. Hotspots **may not** be checked out later than **4:00 (1) hour** before the library closes on weekdays and **11:30** on Saturdays.
 - c. Hotspots cannot be checked out by the same household more often than **every 14 days**.

8. Hotspots **may not be renewed or reserved.**
9. Patrons returning hotspots late will be fined **\$15.00** per day. Fines must be paid at the circulation desk. Accrued hotspot fines may prevent the checking out of any library materials and using any library's services. Hotspots must **not** be returned in the library's book drop. A **\$25.00** fee will be charged to a borrower who places a hotspot in the book drop.
10. Patrons are financially responsible for lost or stolen hotspots. A lost hotspot fee of **\$95.00, plus a \$5.00** processing fee will be assessed. Mobile hotspots should be kept in a temperature-controlled environment at all times. Do not leave it in your car. The device must be protected from all liquids. Damages to the hotspot is the responsibility of the patron and fines to cover the damages will be assessed as determined by the director. If a power cord is lost, a charge of **\$15.00** will occur.
11. Unreturned/overdue hotspots will be deactivated the morning after its due date. If the device is not returned within **ten** days after its due date, the borrower will be charged the replacement cost for the device and any associated fees.
12. Patrons cannot lend a hotspot to another person. If it is given or shared with another person, the original borrower is responsible for any loss of or damage to the device. Hotspot borrowing privileges will be revoked.
13. If the device is not working or will not connect within 24 hours of checkout, the patron should return it to the library. The library staff will be able to issue another hotspot if one is available.
14. The Assumption Parish Library reserves the right to revise and change this policy at any time without notice. It is the responsibility of the patron to read and accept the current version of the policy.
15. The Library Director reserves the right to limit or regulate the use of Library equipment.
16. Violations of the **Mobile Hotspot Checkout Policy** may result in the following consequences:
 - a. **First offense** – Denial of hotspot privileges for one (1) month.
 - b. **Second offense** – Denial of hotspot privileges for three (3) months.
 - c. **Third offense** – Permanent denial of all hotspot privileges. However, patrons may lose privileges immediately if a staff member decides that the violation is serious

enough. Reinstatement may be considered after a staff investigation of the complaint.

17. If you have questions about the policy or what it means, please contact a librarian for more information.

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I have read the Assumption Parish Library Mobile Hotspot Checkout Policy and agree to abide by its terms. (A copy of a picture ID must be attached to this contract.)

Patron's Printed Name _____ Driver's License # _____

Patron's Signature _____ Phone # _____

Home Address _____

MOBILE HOTSPOT USE AGREEMENT FORM

Complete the Information below:

_____ I have witnessed physical inspection of the hotspot prior to checkout and it was in good working order. Moreover, I will allow at least ten minutes for a library staff member to check the equipment again when it is returned.

_____ I accept responsibility for the hotspot I am borrowing. I will not abuse it, leave it unattended, or transfer use to another individual. I will reimburse the Assumption Parish Library for the cost of replacing this device if it is damaged, lost, or stolen while checked out in my name, and will pay any billing and processing fees.

_____ I will report any problems with the hotspot to a Library staff person.

_____ I will return the hotspot on time to the Circulation desk. I am aware that a fine will be assessed if this device is kept beyond the check-out period. **See Mobile Hotspot Policy for details about the fine.**

_____ I have read, understood, and signed the Assumption Parish Library Mobile Hotspot Policy, and will comply with all its requirements.

Please Complete: **(A copy of picture ID must be shown and compared to the copy on file.)**

Hotspot ID Number: _____ Hotspot Return Date: _____

Patron's Name (print): _____ Date: _____

Patron's Signature: _____ Phone# _____

Place of Employment: _____

Verified by: _____ Next Eligible Checkout: _____

Check-in Signature: _____ Check-in Date: _____

NOTE: