

# Metuchen Public Library

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## HOTSPOT LENDING PROGRAM

The Metuchen Library Hotspot Lending Program is designed to circulate mobile WiFi hotspot devices and provide a means for library patrons to have high-speed internet access to the Library's digital online resources and other needs. A Library hotspot is perfect for those who have no internet access at home, are going on vacation, or taking their business on the road.

The Library does not track internet usage but patrons are prohibited from using the device for any illegal activities. The hotspot lending program is free with an unlimited data plan available to Metuchen Library cardholders.

- Any patron who borrows the hotspot device automatically agrees to the lending program policy.
- Metuchen Library cardholder who is 18 years of age and up, in good standing with a valid card that is not blocked with outstanding fines or fees may borrow a hotspot
- Hotspot device is limited to one per household and can be checked out for 2 weeks or 14 days.
- The hotspot device must be checked out and returned to the main service desk. The device cannot be returned to the book drop or to another library. If not returned to the main service desk as required by policy, the patron will be fined for \$5.00.
- If the hotspot device is overdue, a late fee of \$5.00 per day will be charged up to a maximum of \$50.
- Each kit includes:
  - T-Mobile T9 Franklin Mobile Hotspot
  - Charging Adapter
  - User Manual Sheet
  - SSID and Password
  - Hotspot Lending Policy
- If the hotspot device is damaged, lost, or stolen, the patron will be responsible and charged a replacement fee as follows:

- Entire mobile hotspot kit: \$105
  - Mobile hotspot device: \$80
  - Power adapter: \$15
  - Carrying case: \$10
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- After returning a hotspot device, the hotspot device will remain in the library for 24 hours before it can be checked out to the same patron or other people who live in the same household.
  - The hotspot device can be placed on reserve and must be picked up within three business days of notification of availability or the item will go to the next person in the queue. It is available on a first-come, first-serve basis when there are no holds.
  - The hotspot device cannot be renewed.
  - The overdue hotspot device will be deactivated, rendering the service unusable, within 24 hours after the due date.
  - Data usage is unlimited but the device can only be used in the U.S. There is no international data or roaming. The coverage area would be the T-Mobile 4G LTE coverage area.
  - Please do not leave the hotspot device kit in a hot vehicle for an extended period.
  - Please turn off the hotspot before flying.
  - Please turn off the hotspot in any dangerous areas such as gas stations or any area that has a potentially explosive atmosphere.
  - Do not leave the hot spot plugged in. Once it is fully charged, unplug it and let the battery run down before charging again. Please return the hotspot fully charged.

The Library reserves the right to refuse lending of the device to patrons who abuse equipment or who are repeatedly delinquent in returns.

The Library is not responsible for any liability, damages, or expenses resulting in the use or misuse of the devices.

1st Reading 9/8/2020

2n Reading and adopted 10/13/2020