

MOBILE HOTSPOT LENDING POLICY

Adopted by the Maywood Library Board of Trustees on August 27, 2020

ELIGIBILITY

A Hotspot may be checked out by any Maywood resident, 18 years or older, with a valid Maywood Public Library card in good standing.

LOAN PERIOD & CHECKOUT

Hotspots are loaned on a first-come, first-served basis. Hotspots circulate for a 14-day loan period (no renewals). Only one Hotspot may be borrowed by a household at a time. Hotspots must be checked out in person at the Maywood Public Library circulation desk. Each Hotspot unit circulates in a case with a micro-USB cord, AC charger with USB port, instruction manual, and copy of this policy. In the event of an emergency where the Library is without LAN and/or wireless Internet, the Library reserves the right to cancel reservations or recall Hotspots in order to provide wireless service at the Library for public use.

After returning the hotspot, a cardholder may not borrow a hotspot again for 14-days from the system-generated due date, regardless if the borrower brings back a hotspot before it is due. If a reservation is made by the same borrower before the 14-day window has passed, the staff reserves the right to cancel the reservation. You will be notified via email should that occur.

RETURNS

Overdue Hotspots will be charged \$5.00 per day. Hotspots not returned after 30 days will be assumed-lost and charged the replacement cost of \$100. Hotspots are fragile and must, therefore, be returned at the circulation desk and not in the book drops. Patrons will be responsible for damage to the item if it is returned via the book drop.

LOST OR DAMAGED HOTSPOT

The charge for a lost Hotspot is \$100. The charge for a damaged Hotspot will be determined by the Library Director. A lost or damaged cord, bag, or charger will be charged at current market replacement cost.

INTERNET USE

The Maywood Public Library is not responsible for information accessed using this device or for personal information shared over the Internet. Hotspot users are encouraged to follow safe Internet practices. The following behaviors can result in the suspension of Hotspot privileges and/or criminal prosecution:

- Viewing, displaying or disseminating materials that are judged in accordance with current legal definitions as being obscene
- Use of the Internet in any way which violates federal, state, or municipal laws

PRIVACY POLICY

Your Internet usage is not tracked by the Library or the service provider. The Library does not have access to or collect specific usage data. The Library does not provide patron information to the service provider. The only data about the Hotspot program that the Library collects is the:

- total amount of data transmitted and received by each device during a billing cycle
- anonymous circulation data related to checkouts of the Hotspot devices

The Internet service provider for the Hotspot program does not monitor or track the websites that Hotspot users visit or the information that users submit (user names, passwords, credit card information, etc.)



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PUBLIC LIBRARY**

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