

Mobile Hotspot and Tablet Borrowing Policy

- Borrower must have a valid Little Falls Public Library card
- Borrower must be 18 years or older to check out device
- A valid **Picture ID** is required at checkout along with a Little Falls Public Library card
- Before checkout, patrons must sign a **Borrowing Agreement Form**, acknowledging financial responsibility for lost or damaged equipment, and acknowledge that the equipment they receive is fully functioning, undamaged, and that all parts are included. The patron is responsible for fully inspecting the equipment and pointing out any issues to staff at the point of checkout. The patron is responsible for any missing or damaged parts upon return.
- A patron with any current fines, missing or overdue items will not be allowed to take out a device. Staff retains the right to decide whether to checkout our devices to patrons based on fines and previous material history (lost/damaged/claims returned)
- Hotspots and tablets will be lent for two weeks with **no renewals**. Patrons must wait a minimum of three hours (to allow us to recharge the device) before they can check it out again.
- Staff may place a hold for patrons on one Hotspot or tablet at a time
- Fines for overdue devices will be \$0.50 per day. **Devices must be returned in person to staff at the circulation desk and *not in the drop-box*.** There is a \$5 fine for returning a device in the drop-box. If a device is returned in the drop-box and destroyed, the patron will be charged both the replacement fee and the drop-box fee.
- Hotspots and tablets can only be checked-out from the circulation desk. **They will never be sent in transit**
- Devices must be returned in the same condition as when borrowed

- If any technical problems are encountered, the device should be returned immediately to the library and staff should be informed of the issue
- Tablets will be reset to their original factory settings upon return to the library. Therefore, any personal and account information (email info, logins and passwords, apps, changed settings, photos and downloads, payment information, etc.) will be cleared from the tablet before checking out to the next patron
- Do not leave the device unattended; it should be safeguarded against damage or theft
- Patrons should avoid any situations that would expose the device to moisture, becoming coated in small grit (e.g., sand), hard falls, or sub-zero or high-heat conditions
- If the device, or its accessories, are lost or damaged, the patron will be charged a replacement fee
- Tampering with the security features of the device is prohibited and will result in suspension of device privileges
- Only the library will purchase replacement equipment or parts. Patrons are not to attempt any repairs, adjustment, or alterations of any kind
- The library reserves the right to refuse service to anyone who abuses equipment or is repeatedly late in returning library materials
- Patrons will be billed in full for devices and any accessories if they are overdue for ten or more days
- Patrons are responsible for the protection of their own information and privacy. Usage of personal and sensitive information via the tablets (such as credit card information, etc.) may be used at the patron's own discretion.