



# Reed Memorial Library

## Wi-Fi Hotspot Lending Agreement

Hotspot #: \_\_\_\_\_ Due: \_\_\_\_\_

Wi-Fi hotspots may be borrowed by patrons 18 years and older who have had a library card for more than 30 days and are in good standing (no fines or overdue materials). One per household. The loan period is one week and is eligible for one renewal.

The overdue fee is \$5.00 per day, with a maximum fee of \$25. Failure to return the item within two weeks of the due date shall incur the full cost of the hotspot and the hotspot will be rendered unusable. The replacement cost is \$75.

Please exercise care when using the hotspot. The library is not responsible for loss due to malfunction of the hotspot, viruses or other damaging software which might be transmitted through the hotspot from the Internet.

Library staff will inspect all equipment prior to and upon return of the hotspot. Damage or loss will result in the patron's account being billed for reasonable repair or replacement costs. The Library has sole discretion in making these decisions.

The mobile hotspot is loaned with an instruction manual, charger cable and adapter. It must be returned with all components to the Reed Library circulation desk where the return will be verified. It may not be returned through the book drop or to any other library. **Patrons who consistently return hotspots late or lose a hotspot may lose the right to borrow them.**

*I understand and agree to these rules of use. By signing this agreement, I accept the above loan policy and agree that it is my responsibility to return this equipment to Reed Memorial Library in good working condition and free from damage.*

### Check out:

**PATRON** please fill out the following fields:

Library Card # \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

**RML Staff:** Check to indicate that all hotspot components are present at check out.

Hotspot    Instruction Manual    Charging Cable    Adapter   Staff initials \_\_\_\_\_

### Check in:

**RML Staff:** Check to indicate that all hotspot components are present at check in.

Hotspot    Instruction Manual    Charging Cable    Adapter   Staff initials \_\_\_\_\_