

## **MANTENO PUBLIC LIBRARY DISTRICT HOTSPOT LENDING POLICY**

The Manteno Public Library District provides mobile hotspots for checkout to serve the needs of the Library and the Manteno Library community. Use of the hotspot service is governed by the policy established by the Library Board of Trustees and any applicable rules or regulations adopted by the Library. The Director, as the executor of the policy for the Board of Trustees, has discretion in determining what use is “in the best interest of the Library” and is authorized to act accordingly, including limiting the use of the hotspot service by individuals whose activities interfere with library operations, adversely affect public safety, or cause public disturbances. The Board of Trustees may modify, amend or supplement this policy, as it deems necessary and appropriate.

### **BORROWER QUALIFICATIONS**

Hotspots shall only be borrowed by Manteno Public Library Cardholders:

- who are 18 years and older
- who are in good standing (i.e., current library card, no overdue library material, no outstanding fines) and;
- who have had a library card for 30 days\*\*
- **THERE ARE NO EXCEPTIONS TO THESE CRITERIA.**

\*\*New card holders must establish a borrowing record within the first 30 days with at least two (2) checkouts. If an individual has had a library card from another PrairieCat Library or Illinois Library, the former library will be contacted to see if the patron is in good standing and has an established borrowing record.

### **LIMITS AND AVAILABILITY**

- Hotspots are checked out on a first-come, first-served basis.
- A current library card OR a current driver’s license or state ID must be present at the time of checkout.
- Hotspots are limited to one device per household.
- When a hotspot is returned, there is a 48-hour waiting period before another hotspot may be checked out by someone in the same household.
- Borrowers cannot loan a hotspot to another person.
- Hotspots are checked out for seven (7) days and are NOT renewable.
- Once a hotspot is checked out, it becomes the responsibility of the patron until returned to the library staff.
- Signal strength may vary by location and the library cannot guarantee connectivity.

- Hotspots must be returned to a staff member at the front desk. Do not place the hotspot in the book drop or leave it unattended at the front desk, otherwise there will be a fine added to the patron account.
- All components (hotspot, USB adapter, USB charging cord, hard shell case, instruction sheet, id tag) must be present and in good condition upon return for the library to consider the item checked in.
- The hotspot should be returned to the library as soon as possible if any technical problems are encountered.
- Hotspots that are five (5) days overdue will be turned off meaning its wireless service will be discontinued. The hotspot will be unusable, and the cardholder will be charged for all kit costs, including but not limited to any service fees, and the patron's account will be blocked until the device is returned.
- Cardholders assume responsibility for the cost of repair or replacement in the event that the hotspot and/or its accessories are lost, stolen, or damaged.

## **FINES AND FEES**

- Late fees are assessed at \$2.00 per day.
- A patron will be charged \$5.00 for returning a hotspot in the library book drops.
- A patron's account will be blocked, and full replacement cost will be added to their account for not returning a hotspot.
- Hotspot users are responsible for damage, loss, theft, and/or International Roaming charges accrued due to data usage outside of the United States.

<b>ITEM</b>	<b>REPLACEMENT COST</b>
Hotspot Device	\$85.00
Case	\$15.00
USB Charging Cord	\$6.00
USB Adapter	\$6.00
Tag on Case	\$3.00
Instruction Card	\$5.00
<b>TOTAL KIT COST</b>	<b>\$120.00</b>

## **DISCLAIMER OF USE**

- The library assumes no responsibility for any damages, direct or indirect, arising from use of the hotspot or from its connection to Internet services.
- The library is not responsible for sites patrons encounter on the web while using these hotspots. Parents or guardians of minors assume responsibility of a minor's use of these devices.
- The library is not responsible for any consequences incurred when patrons' personal information is shared over the Internet.
- Unlawful use of the Internet/device is prohibited and may result in removal of hotspot privileges and/or legal prosecution. Illegal acts that involve the library's devices are subject to prosecution by local, state or federal authorities.

## **FAILURE TO COMPLY**

- Library staff reserves the right to end hotspot privileges at any time.
- MPL reserves the right to refuse service to anyone who abuses equipment, returns a hotspot late more than three (3) times, or returns a hotspot in the book drop.
- Patrons that return a hotspot late three (3) times will no longer be able to check out a hotspot indefinitely.

## **APPEAL AND REVIEW**

The Board of Trustees of the Manteno Public Library District will review the Hotspot policy and regulations periodically and reserves the right to amend them at any time. The Board authorizes the Director to waive regulations under appropriate circumstances. The Director is the chief person empowered to make decisions regarding the availability and use of the hotspots. The Director has delegated authority to approve hotspot lending usage to the Adult and Youth Services Department staff.

Any appeals for changes to, or exceptions to, any portion of the Hotspot policy will be considered. An individual wishing to file an appeal shall submit it to the Director in writing. The Director will respond in writing.

Adopted: 2-8-2020

Amended 5-19-2020

Amended 4-16-2024 Amended 8-20-2024