

Jacob Edwards Library



Hotspot Lending Policy

Approved by Board of Trustees: January 2023

Amended by Board of Trustees: December 2023

Amended by Board of Trustees: February 2025

Procedures

- Hotspots can be borrowed by Southbridge residents who are at least 18 years old and in good standing with the Library.
- One hotspot is allowed per household. Each hotspot will support up to 10 connected devices.
- Hotspots are available on a first come first serve basis. No holds will be allowed.
- Hotspots may be borrowed for 1 week. Renewals are not permitted. Hotspots must be returned to the library and may not be checked out again for at least a 24-hour period.
- Hotspots should be returned to the library service desk. Do NOT place the hotspot in the book drop.
- If the hotspot is not returned on the due date, service will be turned off and the hotspot will become unusable.
- If the hotspot is damaged or not working, return it to the library desk. Report the nature of the damage to a staff person.
- Late return will prevent the checkout of another hotspot. A revocation of hotspot borrowing privileges may be appealed by written request to the Library Director.

Fines/Fees

- Hotspot borrowers will be fined \$1 per day for hotspots returned late.
- If a hotspot is lost or damaged, the borrower will be charged \$100 to replace the device.
- Missing box or case-\$5, missing USB adapter and/or charging cable-\$10.

Acceptable Use

Borrowers will adhere to the library's internet acceptable use policy when using the mobile hotspot. While checked out, the hotspot remains the responsibility of the borrower. Borrowers should not lend the device to friends or associates. Any attempt to alter the configuration of the hotspot is strictly prohibited and may result in loss of borrowing privileges.

Disclaimers

- The Library is not responsible for any files, data or personal information accessed/transmitted using the hotspot and will assume no liability for direct, indirect or consequential damages related to the use of the mobile hotspots, including loss of data, or privacy invasions. Those who use the hotspots do so at their own risk and assume full liability for their actions.
- Illegal acts involving Library equipment or services may also be subject to prosecution.

I have read the policy and will return the hotspot I have borrowed by the due date.

Name: _____

Library Card Number: _____

Mailing Address: _____

Telephone: _____

Email: _____

Signature: _____ Date: _____ Staff _____

Signature: _____ Date: _____ Staff _____

Signature: _____ Date: _____ Staff _____

Signature: _____ Date: _____ Staff _____

Signature: _____ Date: _____ Staff _____

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