

# Sauk City Public Library Policy

POLICY: Hotspots

AUTHORIZED BY: Board of Trustees

APPROVED DATE: September 11, 2017

DATE OF LAST REVIEW/REVISION:

In order to provide access to online resources the Sauk City Public Library offers Mobile Wi-Fi Hotspots as a part of its circulating collection.

## Regulations for Borrowing and Use Outside of the Library

1. Patrons must be 18 years of age or older to checkout a Mobile Hotspot.
2. A valid library account AND a current driver's license, state-issued ID, passport or military photo ID must be presented at the time of checkout.
3. Patrons must be in good standing with the library, with a current address on file and no fines above \$20.
4. Mobile Hotspots may only be checked out in person and returned to the desk—not in the drop box. Patrons will be responsible for damages to the hotspot if it is returned through the book drop or to another library.
5. Mobile Hotspots may be checked out for one week with no renewals.
6. Library staff will place holds for patrons wishing to check out a hotspot.
7. Mobile Hotspots should be kept in a temperature controlled environment.
8. Overdue Mobile Hotspots may be deactivated after the due date.

## Fines and Liability

1. The overdue fine for the Hotspot and components is \$1.00 per day until returned.
2. The patron is responsible for costs associated with loss or damage to a Mobile Hotspot and/or peripherals. The replacement price for the unit is \$100.

## Performance and Function

Performance of the hotspots will vary depending upon location and provider coverage in the area. The library is not responsible for charging the device or unforeseen hardware or software failure.

*The Library is not responsible for information accessed using this device or for personal information shared over the Internet. Parents/Guardians are responsible for monitoring what their children access via the hotspot. Hotspot users are encouraged to follow safe internet practices and should refrain from online activity that violates federal, state, or local laws.*

*Terms of this Policy are subject to change at any time.*