



## Hotspot Lending Policy

Hotspot devices are available to library patrons, 16 or older, of the East Morgan County Library District possessing a valid library card in good standing. Patrons must have provided address verification and be off of new patron status before they can check out a hotspot device. The library cardholder must be present in order for the hotspot device to be checked out on their card.

**Hotspots are intended for short term use. They are not to be used as a source of free long-term Internet access.**

Patrons will sign a loan agreement form prior to checkout, which will be kept on file at the East Morgan County Library. One hotspot device per household is allowed. Devices may be checked out for 7 days and can be renewed once if there are no holds.

**Once a hotspot is returned, patrons will have to wait 14 days before checking out a hotspot again.** In the event of an emergency where the library is without wireless internet, the library reserves the right to cancel holds or recall hotspots in order to provide wireless service at the library for public use.

Hotspot devices must be returned to the East Morgan County Library District in person to the circulation desk during library hours. Do not return hotspot devices in the book drop. A fee of \$10.00 will be assessed for any hotspot device returned in the book drop. Should a device be damaged by being returned in the book drop, the patron will be responsible for the full replacement cost.

Overdue hotspot devices will be deactivated 2 days after the due date. Users who repeatedly return hotspot devices late two (2) times or more will lose hotspot borrowing privileges for 12 months.

Internet service relies on cell tower technology and coverage and user experience can vary based on location. Service is only reliable in the United States.

The East Morgan County Library District is not responsible for personal information shared over the internet or for information and websites accessed.

Library patrons will need to provide their own Wi-Fi enabled equipment. The library staff cannot troubleshoot problems related to the patron's hardware, software or configurations. Library staff is not permitted to handle patrons' laptops, tablets, smartphones or other personal devices. Please note that the Library cannot guarantee a particular device will work with the Library's mobile hotspot.

Parents/guardians are responsible for the use of hotspot devices by minors.

Unlawful use of the Internet or use that violates the East Morgan County Library District's Use of Technology Policy is prohibited and will result in the loss of privileges.

Hotspot devices should be kept in a temperature-controlled environment. Do not leave it in your car or in direct sunlight.



## **Fines and Fees**

The user will be responsible for any lost or damaged hotspot devices and accessories.

There are no overdue fines for late hotspot devices. Overdue hotspot devices will be deactivated within 2 days of the due date and hotspot devices not returned within 30 days of the due date will be considered lost and the patron will be charged the full replacement cost of the hotspot and accessories.

The replacement cost for a lost or damaged hotspot device is \$40.00

The replacement cost for a lost or damaged charger is \$30.00

The replacement fee for a lost or damaged case is \$20.00

**Approved: January 2021**

**Revised: February 2023**

**Reviewed: September 2025**



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Last Name

First Name

### **EMCL Hotspot Device Loan Agreement**

I, \_\_\_\_\_ (print full name), agree that by checking out a hotspot device from the East Morgan County Library District that I am responsible for the replacement cost of the device and/ or it's accessories if lost, stolen, or damaged.

I acknowledge that hotspot devices are NOT to be returned in the outside book drop and must be returned to East Morgan County Library during business hours. I understand that returning a device in the book drop will result in a \$10 fee being charged to my library card.

I understand that overdue hotspot devices will be deactivated within 2 days of the due date and repeatedly returning hotspot devices late may result in a loss of borrowing privileges.

**I understand that each hotspot can be checked out for 7 days, with 1 renewal. After this time, the device must be returned to the East Morgan County Library and I must wait 14 days before borrowing another hotspot. I also understand that hotspots are intended for short term use. They are not to be used as a source of free long-term Internet access.**

By signing below, I indicate that I have read East Morgan County Library District's Hotspot Lending Policy and I agree to accept responsibility for checking out an electronic device from the East Morgan County Library. The replacement costs are listed below and by signing I agree to pay the fees associated with any device I have checked out should it become lost, stolen or damaged while in my possession.

**Lost or damaged hotspot device: \$40.00**

**Lost or damaged charger: \$30.00**

**Lost or damaged case: \$20.00**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Library Barcode: \_\_\_\_\_ Staff Initial: \_\_\_\_\_