

Appendix A – Hotspot Checkout Agreement

HOTSPOT CHECKOUT AGREEMENT

User Qualifications

- In order to borrow a hotspot, patrons must be 18 years of age or older and have a Miami Public library card (in good standing).
- At the time of the first checkout, the borrowing patron must present his/her library card and state-issued ID. Current address and contact information must be on file.

Conditions of Checkout and Use

- Only one Hotspot may be checked out per household at one time.
- A hold may be placed on a hotspot, and the library card holder will have 48 hours after notification to pick it up.
- Checkout is for 7 days. There is no renewal.
- Internet service relies on cell tower technology and coverage. Service outside the continental United States is prohibited; any fees associated with use outside of this area will be the responsibility of the borrower.
- User experience can vary based on location. The library is not responsible for personal information shared over the internet or for information or websites accessed.
- The library is not responsible for any liability, damage, or expense resulting from the use of the Hotspot.
- User must agree to abide by the library's *Computer Use/Internet Safety Policy*.
- Hotspots must be kept in a temperature-controlled environment (not left in vehicles or in extreme temperatures).
- Parents/guardians are responsible for the use of the Hotspot by minors.
- Unlawful use of the Internet or use that violates the library's *Computer Use/Internet Safety Policy* is prohibited and may result in the loss of privileges. The library prohibits the use of its devices for the display or downloading of pornographic or obscene materials.

Overdue, Lost/Damaged Items

- Fines for overdue Hot Spots are \$5.00 per library business day. Failure to return equipment when it is due or to pay for lost or damaged equipment may result in charges being filed and/or collection procedures and suspension of future electronic equipment checkouts.
- The patron assumes full responsibility for the cost of repair or replacement if the Hotspot, power cord, or carrying case is lost, stolen, or damaged, as follows:
 - Hot Spot: \$50
 - Cord: \$20
 - Case: \$18

Return of Hotspots

- The Hotspot, along with the power cord and carrying case, must be returned in person at the library's checkout desk and a staff member must verify that all parts are present, and the Hotspot is in basic working order before it will be checked in. The customer will receive a staff-signed receipt.
- Hotspots may be damaged or ruined if placed in the book drop. Hotspots returned in the book drop will result in a \$10 fee plus possible replacement costs and suspension from future Hotspot checkouts.

I received a copy of this agreement and a copy of the library's *Computer Use/Internet Safety Policy* and I agree to abide by all policies in borrowing a hotspot from the Miami Public library.

(Signature)

(Date)

This equipment has been made available through an Oklahoma Department of Libraries and Institute of Museum and library Services Digital Inclusion grant.