

Itasca Community Library

Hotspot Lending Policy

Purpose

The Itasca Community Library makes hotspots available to library card holders to assist in research, networking, recreational use, and document or presentation production needs. Hotspots are provided according to availability.

Home Use

The following rules and regulations apply:

1. Hotspots may be borrowed by Itasca library card holders ages 12 and up in good standing (i.e. users with fines of \$10.00 and over are blocked). First-time borrowers must show a photo ID (driver's license or state ID).
 - a. Photo identification in addition to a library card will be required.
 - b. For borrowers ages of 12 through 17, a one-time co-signature of a parent or guardian will be required. This release will be kept on file in the Library.
2. The loan period is seven days.
3. Hotspots may be renewed in person at the Library's Check Out Desk and as long as no other patron is waiting for a device.
4. Hotspots must be returned in person. Borrowers are advised to wait until the hotspot is checked in by a staff member on duty at the Check Out Desk.
5. Fines for unreturned hotspots are \$1.00 per day, not counting days the library is closed. An "on-time" return is defined as a hotspot that is returned prior to closing on the seventh day of check out. Hotspots that are overdue will have the service turned off.
6. Users who have on three separate occasions returned the hotspots late or have returned a damaged device that renders the device unusable will lose hotspot borrowing privileges for a period of time. The library reserves the right to evaluate each situation and determine an appropriate time period based on the circumstances.
7. The user assumes full responsibility for the cost of repair or replacement in the event that the hotspot is lost, stolen, or damaged. The library will assess technological issues and reserves the right to consult with its IT Consultant in order to charge the user accordingly.

Approved 12/15/2020

Itasca Community Library Hotspot Lending Agreement

I have read and understand the Itasca Community Library Hotspot Lending Policy and agree to adhere to the terms and conditions contained therein.

Print Name (First & Last)	Library Card Number	Additional Identification Provided
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Address	City	Zip Code
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Telephone	E-mail Address
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User Signature	Staff Signature
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