

## **MOBILE HOTSPOT POLICY**

The Norwalk Easter Public Library provides mobile wireless hotspots as a means to offer patrons in our service area additional internet access. With this service, students can use the internet for help with homework, employees can travel with reliable internet access to meetings, and patrons can have home access to surf the internet. Range of signal is approximately 30 feet.

A hotspot can connect up to ten devices. The library is not responsible for any liability, damages, or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device. The library is not responsible for any damage done to personal equipment while using the hotspot device. Wireless security is not implied. The user acknowledges and accepts all risks associated with the use of the hotspot device. There is no warranty, express or otherwise. All users are encouraged to follow safe internet practices.

### **Checking out:**

1. Only current Norwalk Easter Public Library cardholders in good standing may borrow a hotspot device. The borrower must be at least 18 years old.
2. The checkout limit is one hotspot device per household at any given time.
3. The library reserves the right to refuse service to anyone who abuses the equipment, returns a hotspot device late more than twice, or who returns a hotspot device in the book drop.
4. Library staff will verify that the hotspot device is in good working order at the time of checkout.
5. The patron will need to complete a "Hotspot Device Agreement" prior to each checkout, acknowledging financial responsibility for lost or damaged equipment.
6. Hotspot devices check out for three weeks and are NOT renewable.
7. Hotspot devices may be reserved per the Circulation Policy regarding reserved materials.
8. After 3 days overdue, the hotspot device will be turned off and patron account will be blocked until device is returned.

9. Once a hotspot device is checked out, it becomes the responsibility of the patron until returned to library staff.

**Fees and liabilities:**

1. There is a \$5.00 fee for returning a hotspot device in the book drop.
2. Patron is responsible for the full replacement cost of \$100 if the hotspot device or any parts are lost, stolen, damaged, or otherwise not returned.
3. If any technical problems are encountered, the hotspot device should be returned to NEPL as soon as possible. It is the intent of the policy to encourage continuing education for library employees so that they may keep abreast of new developments in librarianship or other relevant fields and continue to grow in professional and work-related skills. The result of the policy should be the enhancement of job satisfaction for employees and improvement in the quality of library service.

Adopted by the Norwalk Easter Public Library Board of Trustees <INSERT DATE>