

## **Hot Spot Lending Guidelines & Agreement**

Approved by the Maury Loontjens Memorial Library

Library Board of Trustees – July 2017

- Patrons must present their own library card with valid photo ID that matches the library record information, fill out an agreement each time a hot spot device is borrowed and must be in good standing with the library (no overdue items or more than \$5.00 in fines).
- Holds and renewals are not permitted.
- Hot spots check out for one or three weeks and are marked accordingly.
- Late fines are charged \$5 per day up to the cost of the device (\$120).
- Hot spots are checked out and returned to Maury Loontjens Memorial Library's main circulation desk.
- Hot Spot devices more than 7 days overdue will be shut off and deactivated.
- Any Hot Spot that is overdue more than 30 days will automatically be billed to the patron's account for the replacement cost. The wireless hot spot will be replaced at the patron's expense and the original device will not be accepted for return.
- Patrons borrowing a hot spot constitutes an understanding of these guidelines and is an agreement to follow these policies.