

Wi-Fi Hotspot *Circulating Loan Guidelines*

- Only current MORE consortium library cardholders in good standing may borrow a Wi-Fi Hotspot. “Current” is defined as having a library card for a minimum of 30 days. “Good standing” is defined as a library card account and any custodial children/guardians’ accounts having fines and fees of less than \$10.00.
- The cardholder must be 18 years of age or older to check out a Wi-Fi Hotspot.
- The cardholder must present his/her actual library card in order to check out a Wi-Fi Hotspot.
- In addition, a photo ID will be required. The ID can be a Driver’s License, State ID, Military ID, Student ID and/or Passport photo which contain the cardholder’s name and an identifiable photo.
- Only one Wi-Fi Hotspot per household may be checked out at any given time.
- A Wi-Fi Hotspot can be checked out at Circulation Services at the L.E. Phillips Memorial Public Library starting at the time the library opens.
- Wi-Fi Hotspot loan periods are for up to 14 calendar days and are not renewable. Overdue fees will be charged for Wi-Fi Hotspot not returned by their due date in the amount of \$10.00 per day. Maximum fine is \$50.00.
- A Wi-Fi Hotspot must be returned to library staff at Circulation Services at the L.E. Phillips Memorial Public Library no later than 1 hour before the library closes. The cardholder must remain at Circulation Services until all equipment has been checked to make sure that all pieces are accounted for, checked in and cleared from the cardholder’s card, and the Borrower Agreement is signed and dated signifying a proper return.
- A Wi-Fi Hotspot may not be placed in outdoor book returns, including both curbside returns at the library and at area grocery stores. A Wi-Fi Hotspot also may not be placed in a return slot inside the library. A fee of \$25.00, in addition to any other accumulated fees or fines, will be charged for this type of return.
- An overdue notice will be sent when a Wi-Fi Hotspot is 2 days past its due date; another overdue notice sent 5 days past a Wi-Fi Hotspot’s due date and a BILL STATEMENT will be sent 7 days past the due date. If a Wi-Fi Hotspot is not returned within 3 days from the date of the BILL STATEMENT, the full replacement cost will be added to the cardholder’s library record and no return is possible.
- The library will terminate service to any Wi-Fi Hotspot that is 3 days past its due date. All fines and fees will still apply.
- Be careful with the Wi-Fi Hotspot. Keep it safe from water and other liquids and take care not to drop it. Avoid exposing the Wi-Fi Hotspot to extreme temperatures such as leaving it in your car in winter or in the summer’s heat.

- The Wi-Fi Hotspot Borrowing Agreement must be completed with each checkout, acknowledging financial responsibility for lost, stolen or damaged equipment.
- Once a Wi-Fi Hotspot is checked out onto a cardholder's library record, it becomes the sole responsibility of that cardholder per the Borrower's Agreement.
- The library reserves the right to update and change this policy at any time without notice. It is the responsibility of the cardholder to read and accept the current version of Borrower Agreement and Wi-Fi Hotspot guidelines.
- The library reserves the right to refuse service to anyone who abuses equipment or is repeatedly late in returning a Wi-Fi Hotspot or its accessories.