

Borrower Name (please print): _____

Current Address: _____

Library Card #: _____ Photo ID Verification _____
(Staff Initials)

Rules of Use:

- A Wi-Fi Hotspot is available for a maximum loan period of up to 14 calendar days. No renewals are possible.
- A loaned Wi-Fi Hotspot will be checked out onto the eligible library cardholder's library account. Eligible customers are those who are 18 years of age or older and who are current library cardholders in good standing.
- Overdue fees will be charged for the Wi-Fi Hotspot not returned by their due date in the amount of \$10.00 per day. **There is no grace period.** A fee of \$25.00, in addition to any other accumulated fees/fines, will be charged if a Wi-Fi Hotspot is returned in a book drop or anywhere except directly to library staff at the Circulation Desk.
- You will be held responsible for all applicable replacement costs and processing fees, up to **\$205.00** for the Wi-Fi Hotspot and/or accessories if lost, stolen or damaged while checked out to you. The library will not accept a replacement Wi-Fi Hotspot or accessories purchased by the customer.
- Failure to pay any amount owed will be considered an outstanding debt to L.E. Phillips Memorial Public Library and will be added as a fine to your library card. In addition, failure to resolve this matter may result in legal action under WI statute 943.61 or local ordinance.

Accessories
Checked Out
Every Time:

<input type="checkbox"/> Padded case	<input type="checkbox"/> English guide
<input type="checkbox"/> USB charger	<input type="checkbox"/> Spanish guide
<input type="checkbox"/> Instruction sheet	

Wi-Fi Hotspot Barcode #: **1001** _____ Staff Initials: _____ Due Date: _____

*I understand that I am fully responsible for this borrowed Wi-Fi Hotspot and any accompanying accessories, and for its safe and timely return to staff at the library Circulation Services desk from which it was borrowed. **I understand that I am responsible for all applicable charges if the Wi-Fi Hotspot is damaged, lost or stolen, or accessories are missing or damaged, or late fees or other fees are incurred.** I have read, understand, and agree to the Rules of Use listed in this agreement and the iPad Guidelines. I agree to return the Wi-Fi Hotspot by the due date noted.*

Borrower Signature _____ **Date** _____

For Return Process Return Date: _____ Late Fines: _____

Wi-Fi Hotspot Physical Condition (circle): Satisfactory Problem Observed

Please specify any problems observed by staff or reported by customer: _____

_____ Staff initials: _____

Required
Accessories
Checked in:

<input type="checkbox"/> Padded case	<input type="checkbox"/> English guide
<input type="checkbox"/> USB charger	<input type="checkbox"/> Spanish guide
<input type="checkbox"/> Instruction sheet	

I understand I remain liable for any damage caused to this Wi-Fi Hotspot and/or its accessories, even after initial check-in, until such time a thorough inspection can be performed by authorized staff.

Borrower Signature _____ **Date** _____