

Library Hotspot Lending Policy

The purpose of the Lawrence Public Library is to provide residents with free access to a broad variety of material resources and to respond to informational, civic and recreational needs. The Library's Hotspot Lending Program provides an opportunity for addressing the digital needs of our community. Individuals and organizations are welcome to borrow a hotspot. We ask that you review the guidelines to ensure that this program may continue to benefit all patrons.

I understand that one hotspot **per household** may be checked out by a patron that is at least 17 years old and in good standing with the library. Hotspots are available on a first-come, first-served basis and may not be reserved ahead of time.

Please review the following:

RETURN: The hotspot must be returned by the checkout patron directly to a staff member at the Circulation Desk **from the original checkout library**. Do NOT place the hotspot in the book drop.

LOAN PERIOD: The loan period is **7 days** with **no renewals**. You may check out another hotspot in **1 day**. If the hotspot is not returned within [3] days after the due date, service will be turned off and the hotspot will become unusable. If the hotspot is damaged or not working, return it to the library desk. Report the nature of the damage to a staff person.

LIABILITY: The patron will accept full responsibility for the hotspot while checked out. **The hotspot shall not be loaned to other people.** Hotspots are filtered by default using T-Mobile's content filtering for education. Borrowers may request that hotspot filtering be disabled when borrowing a device. The library will not ask for a stated reason.

PROPER CARE AND USE: Please keep hotspot in a dry and cool place. Do not leave the hotspot plugged in. Once it is fully charged, unplug it and let the battery run down before charging again. **Please return the Hotspot fully charged.**

Please ensure that the following parts are returned:

- 1 Hotspot
- 1 Sim card
- 1 Power cord
- 1 Case
- 1 Battery