

Milford Memorial Library

Hotspot Circulation Policy

This Hotspot Circulation Policy sets policy regarding circulation of the library's electronic devices, including wifi hotspots. The Lending Agreement is attached.

Borrowers

- Hotspots are available to library cardholders at least 10 years of age in good standing, with no outstanding charges or overdue materials on their/their family's library account. Cardholders must present their physical library card in order to check out a device
- Non-cardholders will be required to provide photo ID and credit card information in order to check out a hotspot. Non-cardholders must be at least 18 years of age. Additional proof of address may be required.

Patrons must complete & sign an agreement form stating the responsibilities and requirements of the borrower.

Circulation Period

Electronic device loan period is up to 7 (seven) calendar days. One renewal may be allowed, depending on reserve status.

Only one device will be allowed per card/family at a time.

Patrons will be charged \$1 per day late fee. If the device is not returned to the library by the due date, the device will be deactivated remotely.

Failure to return the electronic device falls under Iowa Code 714.5 regarding theft of library materials.

Charges

Patrons will be held responsible for all applicable replacement costs and processing fees, up to \$150 for the hotspot and/or accessories (including charging cord, power adapter, & case) if lost, stolen, or damaged while in their possession.

The library will not accept replacement devices or accessories purchased by the customer. The minimum replacement cost of a hotspot is \$90.

Charges for lost accessories are as follows:

- Lost/damaged charging cable or adapter \$10
- Lost/damaged case \$20

Hotspots provide UNFILTERED access to the internet. The library is not responsible for content.