

Wi-Fi Hotspot # _____ due: _____



Putnam County District Library Mobile Hotspot Loan Agreement

Guidelines for Borrowing and Use

- The library lends Mobile Hotspots to PCDL card holders **ages 18 and above** that have held their card with the PCDL for at least 2 months. The library card must be in good standing (i.e. library card is not blocked due to unpaid fines or lost materials).
- Patron must present valid PCDL library card and government-issued photo identification at time of check-out.
- Mobile Hotspots check out for **14 days** and **cannot be renewed**.
- Mobile Hotspot checkout is limited to **one per household**.
- Mobile Hotspots may only be used in the contiguous United States.
- Devices can only be checked out and returned to the circulation desk at least **15 minutes** before the library closes. **MOBILE HOTSPOTS SHOULD NEVER BE RETURNED IN THE BOOK DROP OR TO A NON-PCDL LOCATION. YOU MUST RETURN THE MOBILE HOTSPOT TO THE PCDL LOCATION WHERE IT WAS CHECKED OUT.**
- The library is not responsible for any liability, damages or expense resulting from use or misuse of the device.
- The patron is responsible for damage, loss, or theft.
- If any technical problems are encountered, patrons should immediately call the Ottawa Location of the PCDL (419)523-3747.
- Borrowers, along with library staff member, will verify that all accessories are present at the time of checkout and check-in.

Fines and Liability

- Overdue fine: \$1.00/day (Maximum: \$5.00). When the hotspot reaches 3 days past due, it will be deactivated.
- Mobile Hotspots not returned after **30 days** will be charged full replacement cost plus overdue fines.
- Individual Items:
 - Full replacement cost: \$155.00
 - Case: \$10.00
 - Power Adapter/Cord: \$20.00
- Mobile Hotspot settings may not be altered. Tampering with the physical hotspot or with any aspect of the settings will result in a fee ranging from \$10 to \$100, depending on the severity of the alterations.
- Account balances over a certain amount may be referred to a Collection Agency with a Service Fee added to the account.

Borrower's Initials: _____

Security Considerations

The Internet contains many different kinds of material, some of which may be deemed to be of a controversial or offensive nature. In offering Internet access, the library staff cannot control nor assume any responsibility for:

- The content of interactive communication such as e-mail and newsgroups
- The validity of information
- Privacy of information

All users of Mobile Hotspots agree to hold the PCDL harmless from any and all claims, losses and damages, obligations and liabilities, directly or indirectly relating from the use of these devices.

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Borrower's Initials: _____

Inappropriate Use

The following uses are deemed inappropriate by the library and are prohibited:

- Any online activity that violates Federal, State of Ohio or other local laws
- The transmission or receiving of child pornography or harmful material. Access to or display of obscene language and sexually explicit graphics as defined in section 2901.01 and 2907.31 of the Ohio Revised Code is not permitted.
- Fraud – Users are prohibited from misrepresenting themselves as another user; attempting to modify or gain access to files, passwords, or data belonging to others; seeking unauthorized access to any computer system, or damaging or altering software components of any network or database
- Downloading copyrighted material. U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use". Users may not copy or distribute electronic materials without the explicit permission of the copyright holder

Borrower's Initials: _____

Proper Care and Use

By using Putnam County District Library's equipment, customers agree to the following:

- I will take "care of" the Mobile Hotspot to ensure it is not dropped, or abused to cause the device harm or damage. Patron agrees to keep the device away from water, sand and dirt as well as other dangerous areas, such as extreme heat and cold. When charging is complete, disconnect charger from the hotspot.
- I will keep the sim card in the device and to not remove it for any reason.
- If the hotspot prompts me to update its software, I may accept.
- I will not attempt to alter the hotspot device in any way or alter the settings through Verizon
- I will return the hardware complete and in the original packaging, without change.
- I will adhere to this agreement and follow the Putnam County District Library Mobile Hotspot Policy.

Borrower's Initials: _____

Documents

I have received a copy of the Putnam County District Library Mobile Hotspot Policy

Borrower's Initials: _____

I have received a completed copy of the Putnam County District Library Mobile Hotspot User Agreement

Borrower's Initials: _____

Patron: Please fill out the following fields:		Library Card Number: _____	
Print name: _____		Phone number: _____	
Equipment	Check Out	Check In	
*Mobile Hotspot	_____	_____	
*Case	_____	_____	
*Power Adapter/Cord	_____	_____	
*Instructions	_____	_____	
Staff Signature _____	Staff Signature _____		
Patron Signature _____	Patron Signature _____		