**Wireless Hotspot Policy**

1. Only residents of the Woodward-Granger Community School district or the contract city of Bouton who are library cardholders in good standing and active at least 30 days may borrow a Hotspot.
2. Only one (1) Hotspot per cardholder may be checked at any given time.
3. The cardholder must be 18 years of age or older to check out a hotspot.
4. The cardholder must provide a Government issued photo identification.
5. The cardholder must have a current, working email address, postal mail address, and phone number on file in their library account.
6. Hotspots are loaned out for 1 week and may be renewed for an additional week. After one (1) renewal, Hotspots must be returned to the library for one week to give other patrons an opportunity to check out. Renewals must be approved by the library staff either by phone or in person.
7. Hotspots should be physically returned in person to the Circulation desk by the due date. The cardholder should remain present until all equipment has been checked to ensure that all pieces are accounted for, checked in and cleared from the cardholder’s account, and the Borrower Agreement is signed and dated signifying a proper return. Hotspots may not be returned via the book drop.
8. Overdue fees will be charged for Hotspots not returned by their due date in the amount of $10.00 per day. A maximum fine is $40.00. This maximum fine does not include any and all equipment replacement costs, which are billed separately.
9. If a hotspot is not returned by the due date, the library will deactivate it remotely and seek to recover it.
10. Within three (3) days past its due date, the library will send an overdue notice via electronic mail to the email address listed in the borrower’s account. If patron does not have an email account a phone call will be made.
11. The library will send a second notice—again via email, and by postal mail—7 days past the due date if the hotspot remains unreturned.
12. If the hotspot is not returned within (10) days past the due date, the borrower’s account will be charge for the replacement cost of the device and a FINAL NOTICE will be emailed and postal mailed. Borrowers are responsible for monitoring their email accounts and the library cannot guarantee the receipt of emails by borrowers.
13. If a hotspot is not returned within three (3) days of the date of the FINAL NOTICE, the library will begin efforts to recover the hotspot. After 30 days, an unrecovered hotspot will be referred to the Woodward Police Department as a theft under Iowa Code 714.5.

10. The Hotspot Borrowing Agreement must be completed with each checkout, acknowledging financial responsibility for lost, stolen, or damaged equipment.

11. Patrons are responsible for all applicable replacement costs and processing fees, up

 to $150.00 for the hotspot and/or accessories if lost, stolen, or damaged while

 checked out. The library will not accept replacement Hotspots or accessories

 purchased by the patron. The minimum replacement cost of a Hotspot is $100.00.

**Hotspot Borrowing Agreement**

I agree to:

1. Following Woodward Public Library’s Wireless Hotspot Lending Policy. It is my responsibility to know, understand, and abide by the guidelines.

 Initials: \_\_\_\_\_\_\_\_\_

1. Return the Hotspot promptly so others may have access to the device. Initials: \_\_\_\_\_\_\_\_\_
2. Use proper care for the Hotspot as outlined in the policy. Initials: \_\_\_\_\_\_\_\_\_

I have read this document and my signature below indicates my agreement with the above statements.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Sign Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hotspot #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WPL Library Card #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gov’t ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Patrons, along with a library staff member, will verify that all accessories are present at the time of check-out and check-in.
	1. Wireless Hotspot
	2. Case
	3. Power Cord
	4. Start Guide

I have returned the Hotspot checked out to me on \_\_\_\_\_\_\_\_\_\_\_\_\_ in good condition and my account is clear.

 (Date)

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adopted October 4, 2021

Revised February 6, 2023