

NORTHFIELD TOWNSHIP AREA LIBRARY

POLICY BULLETIN

POLICY NO: 300.5

SUBJECT: WiFi Hotspot Policy

1. Checking Out A WiFi Hotspot

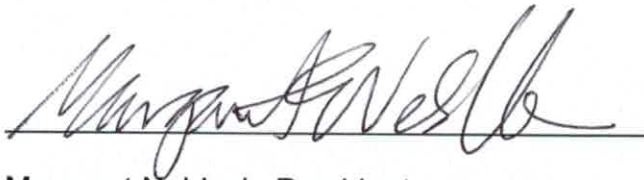
- A. WiFi Hotspots can be checked out for two weeks and cannot be renewed.
- B. WiFi Hotspots can be placed on hold for three business days. Patrons can call the library to place a hold. Hotspots will be held at the circulation desk until the close of the business day; holds will expire at the end of the day.
- C. WiFi Hotspots cannot be renewed, they must be returned on or before their due date.
- D. WiFi Hotspots can only be checked out with an adult library card in good standing (no fines on the account).
- E. All components of the Hotspot kit must be returned in order to be considered fully checked-in
- F. Hotspots **MUST** be returned to the circulation desk, **DO NOT** put the Hotspot kits in the drop box. Hotspots cannot be returned to other libraries.

2. Hotspot Fines & Fees

- A. The cost for unreturned Hotspots is \$5/day.
- B. If the Hotspot is more than four days late, the data service on the Hotspot will be canceled and the member account will be billed for the cost of the Hotspot kit.
- C. The replacement fee for a lost or unreturned Hotspot kit is \$130, the cost of the Hotspot kit.
 - i. The replacement fee for a lost or unreturned charging cable is \$15, the cost of the cable.
 - ii. The replacement fee for a lost or unreturned carrying case is \$15, the cost of the carrying case.

A. More Information

- A. Hotspots work on the Sprint network, if Sprint coverage is not available the Hotspot will not connect.
- B. The Hotspots are not encrypted, secured, and do not have filtering on them.
- C. All Hotspot kits contain a patron agreement with the loan information and fines & fees.

A handwritten signature in black ink, appearing to read "Margaret Neblock", written over a horizontal line.

Margaret Neblock, President
Adopted July 28, 2017