Wi-Fi Hotspot Lending Policy

The Algoma Public Library has established a Wi-Fi hotspot lending program to provide patrons in our community with high-speed internet access. With this program, students can use the Internet for help with homework and projects, employees can travel with reliable internet access to meetings and presentations, and patrons can have home access to the Library's digitals resources such as our databases, eBooks, streaming music and movies, and more. Patrons will be able to take advantage of our Wi-Fi hotspot lending program with an InfoSoup Library card.

The Library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device. Any use of the device for illegal purposes, unauthorized copying of copyright protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited. See Algoma Public Library Internet Policy.

Eligibility: Wi-Fi hotspots may be borrowed by InfoSoup Library card holder's ages 18 years of age or older, with a valid library card in good standing, and a permanent residence for 60 days. (I.D. address must be current home address).

Availability: Reservation for Hotspots will be made on a first-come, first served basis. Reservations may be made by phone, email, or in person at the Library. The patron reserving the device must present an InfoSoup Library card and pick the unit up in person. You will be asked to sign a User Agreement that reiterates the provisions of the Mobile Hotspot Policy.

Loan Period: Hotspots are checked out for a 7 day period (with no renewal). A maximum of 1 hotspot per family may be borrowed at one time. Patrons who have returned a hotspot will be asked to wait 24 hours before checking out a hotspot again. Hotspots check out is limited to one per household. When the hotspot is returned, there is a 24-hour waiting period to check out another hotspot device by that household. In the event of an emergency where the Library is without wireless internet, the Library reserves the right to cancel reservations or recall hotspots in order to provide wireless service at the Library for public use.

Returns: Hotspots must be returned **inside** the Algoma Public Library only. This is a fragile piece of equipment. If it is put in the book drop, it may become damaged as other items are returned, thus hotspots may **NOT** be returned in the Book Drop. Patrons will be responsible for damage to the item if it is returned via the book drop. Returns via the book drop will result in a $5.00 fine.

Cancellation: Reservations may be cancelled or rescheduled by email, phone, or in person.

Late Fines: There will be a $5.00 per day charge if the hotspot is returned late, up to the full replacement cost. If after 2 weeks from the due date, the hotspot is not returned, the borrower

will be charged a $100 replacement fee. Repeated late returns may result in loss of hotspot borrowing privileges.

Lost or Damaged Hotspot: The charge for a lost or damaged hotspot is $100. This includes any damage caused by returning the hotspot incorrectly and using the Book Drop. The cost for an unreturned charger and/or cable is $20.00.

Internet Use: The Algoma Public Library is not responsible for information accessed using this device or for personal information shared over the internet. Hotspot users are encouraged to use safe internet practices. See Algoma Public Library Internet Policy.

Privacy Policy: Your internet usage is not tracked by the Library. The Library does not have access to or collect specific usage data. The Library does not provide patron information to the service provider. The only data about the hotspot program that the Library collects is the following:

- Total amount of data transmitted and received by each device (not user) during a billing cycle.
- Anonymous circulation data related to checkout of the hotspot devices.

Approved: 2021, 2022