



Hotspot Lending Agreement

Library patrons borrowing Wi-Fi Hotspot equipment are subject to the following criteria:

- The patron must be age 18+ with a library card in good standing (i.e., the library card is not blocked due to fines exceeding \$10, unpaid bills, etc.). The patron must present their library card and fill out this lending agreement form to complete the checkout process.
- The hotspot equipment may be borrowed for 2 weeks and cannot be renewed.
- The patron is responsible for the “Proper Care and Use” of the hotspot equipment, as outlined in the written instruction card included in the case.
- The hotspot equipment must be returned in person at the Berlin-Peck Memorial Library circulation desk. **Do not** return equipment in the book drop or to another library (doing so will result in a \$25 fine).
- Overdue fines of \$10 per day will be assessed for the hotspot equipment (up to the full replacement cost). If this item is not returned within six weeks, it will be considered stolen.
- The patron is responsible for returning all hotspot equipment to Berlin-Peck Memorial Library undamaged and in good working condition and is responsible for loss or theft of the items. The replacement cost is \$ 80. The replacement cost for the charging cord/plug and case are \$15 each.
- The library is not responsible for any liability, damages, or expensed resulting from the use or misuse of hotspot equipment, its connection to other electronic devices, or data loss resulting from its use.
- The hotspot must be returned with a minimal battery charge for the check-in inspection.

By signing below, I understand and agree to the terms in the Berlin-Peck Memorial Library Hotspot Lending Agreement.

Patron Name _____ Phone _____

Patron Signature _____ Date _____

This Box Staff Only	Library Card Number _____
	Hotspot Number _____ Due Date _____
Checkout: Please check off each item present at checkout Staff Initial _____ Date _____	
<input type="checkbox"/> Pocket WIFI hotspot <input type="checkbox"/> USB charging Cable <input type="checkbox"/> USB wall plug <input type="checkbox"/> Instruction sheet <input type="checkbox"/> carrying case (and battery/SIM card)	
Check-in: Please check off each undamaged item present at check-in Staff Initial _____ Date _____	
<input type="checkbox"/> Pocket WIFI hotspot <input type="checkbox"/> USB charging Cable <input type="checkbox"/> USB wall plug <input type="checkbox"/> Instruction sheet <input type="checkbox"/> carrying case (and battery/SIM card)	
Notes regarding missing or damaged items _____	