

Kimberly Public Library WiFi Hotspots Policy

Approved February 15, 2021

The Kimberly Public Library circulates Hotspots! Patrons may borrow a hotspot to take the internet on the go.

Hotspots can be connected to a personal device. A hotspot converts data from a cellular tower into a WiFi signal, enabling a patron's device to connect to the Internet free of charge, as data charges are paid by the library. Devices may be used anywhere that a cellular data signal can be reached: at home, on vacation, in a park, at the beach, camping in the woods, etc.

4-6 devices may effectively connect to one hotspot simultaneously. Data is provided through Sprint/ T-Mobile network.

Policy Guidelines and Procedures

1. Patrons wishing to check out a hotspot must be at least 18 years of age with an established library card in good standing.
2. Borrowers must present their library card or a photo ID (a valid driver's license or current WI State ID) to library staff at the time of check out.
3. The patron shall complete and sign the Kimberly Public Library Hotspot Usage Agreement form.
4. Hotspots are available for Local Use only. Holds may be placed on hotspots; however, they must be picked up at the Kimberly Public Library. Hotspots do not travel through the library's delivery system.
5. Hotspots circulate for a period of two weeks with no renewals unless special permission is obtained from the library director.
6. Hotspots must be returned in person to a library staff member at the Kimberly Public Library circulation desk. All associated materials will be evaluated for damage and missing contents at the time of return.
7. The library reserves the right to cancel the data to a hotspot device when a device exceeds three (3) days past due without communication from the borrower, or sooner, should the librarian deem it necessary to discontinue the cellular data service for any reason.

8. A fine of \$1 per day will be charged for hotspots returned past the due date.
9. The Kimberly Public Library staff do not provide technical support for hotspot use. Borrowers are expected to have basic familiarity and comfort with using a hotspot independently of library staff assistance.
10. Any loss or damage should be reported immediately. Borrowers should not attempt to troubleshoot problems on their own.
11. The borrower assumes full responsibility for the cost of repair or replacement in the event the hotspot is lost, stolen, or damaged. Replacement fees up to \$150 may be assessed for lost or damaged hotspots or for missing contents.
12. Borrowers must not use the WiFi to engage in any illegal activities or engage in any activities inconsistent with library policies. Evidence of illegal or criminal activity will be reported to law enforcement officials.
13. Violation of any of the above conditions may result in suspension of hotspot-borrowing or other library privileges as determined by the Library Director.

Loan Details:

- Age Restriction: Ages 18+
- Limit: 1 per customer account
- Loan Period: 2 weeks, no renewals
- Overdue fine: \$1/day for each day overdue
- Lost Items: Damage or replacement costs for a hotspot or accessories will be assessed up to \$150.
- The library reserves the right to cancel the data to a hotspot device when a device exceeds three (3) days past due without communication from the borrower, or sooner, should the librarian deem it necessary to discontinue the cellular data service for any reason.
- Pick-up and Drop-off Location: In Person at the Kimberly Public Library Customer Service Desk