

Ellsworth Public Library	1549 DeWitt St PO Box 338 Ellsworth, IA 50075-0338	Tel: 1-515-836-4852 Fax: 1-515-836-2162 director@ellsworth.lib.ia.us
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Wi-Fi Hotspot Policy

Prepared for: Ellsworth Public Library

Approved by: Board of Trustees

Approved: July 11, 2024

Other Policies

Policy Statement

Ellsworth Public Library strengthens community, supports literacy, provides access to information, and foster's lifelong learning and enrichment.

Other Policies

Procedures

Checking out Wi-Fi Hotspots:

- Ask the Patron for their ID. Confirm they have a library card and we have their correct information on file.
- Have patrons read and sign the Wi-Fi Hotspot Borrower's Agreement Policy. The patron must initial #16 and #17.
- Make a copy of the completed Agreement policy to give to the patron.
- Go into the Library's patron record. And click on Member Info and Edit Member
- Create a note that they have signed the Wi-Fi Hotspot Borrower's Agreement Policy.
- Save.
- Repeat steps #4 through #6 for the Library patron's children.
- File form with patron records and staple to library card application.

Checking in Wi-Fi Hotspots:

- Check-in item.
- Confirm all the pieces are there. There is a list of items on the container.
- Clean the items. Spray cloth with cleaner/disinfectant and wipe off items. Items include hotspot, case, charging cable.

Other Policies

Regulations & Guidelines

Guidelines for Borrowing and Use:

- Only residents of Hamilton County and Ellsworth Public Library cardholders in good standing may borrow a hotspot. "Cardholder" is defined as a patron having a library card for a minimum of 30 days. "Good standing" is defined as a library card account and any custodial children/guardians' accounts having fines and fees of less than \$5.00.
- Patrons must be 18+. A child may borrow a Wi-Fi Hotspot in their parent is present and has signed the Wi-Fi Hotspot Borrower's Agreement Policy.
- The patron must be present to check out any of the items. Having the other person's card rule does not apply to the Hotspots.
- The cardholder must present a photo ID and a valid EPL library card number in order to check out a hotspot.
- Only one (1) hotspot per household may be checked out at any given time.
- Borrowers must read, understand, and sign this agreement every time a Hotspot is checked out.
- Wi-Fi Hotspots may be check-out for seven (7) days. Items cannot be renewed or have their time extended.
- Hotspots should be returned to the Circulation Desk. We do allow return via the book drop, however hotspots returned in a book return may be assessed charges for any damage.
- Borrowers, along with library staff member, will verify that all accessories are present at the time of check-out and check-in. Hotspots returned in a book return will be assessed by staff prior to check-in. Charges may be assessed for missing items:
 - Hotspot Device
 - Case
 - Charging Cable

Fines and Liability

- The overdue fine is \$2.00 per day.
- When the hotspot reaches one (1) day past due, it will be deactivated, rendering the device unusable.
- The borrower is responsible for the costs associated with damage or loss of the hotspot and all accessories due to neglect or abuse. Replacement costs are as follows:
- Hotspots - \$25
- Case - \$5
- Charging Cable - \$10
- Patrons will be held responsible for all applicable replacement costs and processing fees, up to \$40 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 customer.

Proper Care and Use

- Do not leave the Hotspot in a hot vehicle or expose it to moisture.
- Do not remove the SIM card for any reason.
- If the Hotspot prompts you to update its software, you may accept. The software update should only take a few minutes.
- We recommend keeping the hotspot plugged in, when possible, as the battery can run down quickly when in use.