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LIBRARY DIRECTOR

Wifi Hotspot Policy

Approved by the Plainedge Board of Trustees on July 1, 2019

In order to promote access to online resources, the Plainedge Public Library offers Mobile Wifi Hotspots as a part of its circulating collection. A Hotspot may be checked out by any Plainedge Public Library cardholder, whose card is in good standing, and is over the age of 18. All borrowers must sign a Mobile Hotspot User Agreement form or have one on file before being allowed to check one out.

Each Hotspot circulates in a bag along with a power cord, instruction manual, the Library Internet Acceptable Use Policy and a copy of this policy. The user is responsible for returning all of these materials in good condition. The user will be responsible for the cost of repair or replacement of the item if it is returned damaged.

The Library is not responsible for information accessed using this device or for personal information that is shared over the internet. Hotspot users are expected to comply with the Library's Internet Acceptable Use Policy.

Eligibility: Person reserving a Hotspot must be a Plainedge resident, 18 years of age or older, with a valid Plainedge Public Library card in good standing.

Availability: Reservation for Hotspots will be made on a first-come, first served basis. Reservations may be made either online, by phone or in person at the Library.

Loan Period: Hotspots are checked out for a ten day period (with no renewal). A maximum of 1 Hotspot per family may be borrowed at one time, and Hotspot may be borrowed only once a month. Only 1 Hotspot at a time per family permitted.

Returns: Hotspots must be returned inside the Plainedge 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. Returns via the book drop will result in a \$5.00 fee.

Cancellation: Reservations may be canceled or rescheduled online, by telephone or in person. Please call the Library if cancelling within 24 hours of reservation date.

Late Fines: There will be a \$5.00 per day charge if the Hotspot is returned late, up to a maximum of \$25.00. If after 2 weeks from the due date, the Hotspot is not returned, the borrower will be charged a \$72 replacement fee.

Lost or damaged Hotspot: The charge for a lost Hotspot is \$72. The cost for an unreturned power cord AND/OR outlet adapter is \$10. The cost for a damaged Hotspot will be determined by the Library Director not to exceed the price of the full cost of a new item \$72.

Internet Use: The Plainedge 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.

The following behaviors can result in the suspension of Hotspot privileges and/or criminal prosecution:

- Viewing, displaying, or disseminating materials that are judged in accordance with current legal definitions as being obscene.
- Use of the internet in any way which violates federal, state, or municipal laws.

Privacy Policy: Your internet usage is not tracked by the Library. The Library does not have access to or collect user 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