



TORRINGTON LIBRARY

Since 1864

Hotspot Lending Agreement

Effective Date: 08/01/16

The Torrington Library makes hotspots available to permanent library card holders to assist in research, networking, recreational use, and document or presentation production needs. Hotspots are provided according to availability.

The following rules and regulations apply:

- Hotspots may be borrowed by permanent resident library card holders ages 18 and up in good standing (i.e. users with fines of \$5.00 and over are blocked). First-time borrowers must show a photo ID (driver's license) and valid library card. Second+ time users must present a valid library card upon each check-out.
- The loan period is seven days and one unit per household.
- Hotspots cannot be renewed
- Hotspots cannot be renewed and only checked out once a month
- Hotspots must be returned in person. Borrowers are advised to wait until the hotspot is checked in by a staff member on duty. **Hotspots are not allowed to be returned in the outdoor book returns.**
- Fines for unreturned hotspots are **\$10.00 per day**, not counting days the library is closed. An "on-time" return is defined as a hotspot that is returned prior to closing on the seventh day of check out. Users who have on three separate occasions returned the hotspots late will lose hotspot borrowing privileges for a period of six months.
- The user assumes full responsibility for the cost of repair or replacement in the event that the hotspot is lost, stolen, or damaged. **Fine for the entire unreturned/lost/damaged hotspot is \$135.00 and library usage will be blocked until the fine is paid in full.** The Library's IT Department will assess technological issues and charge the user accordingly. A list of partial charges associated with lost/damaged items is below.
- If the hotspot is not returned, its wireless service will be disconnected. The hotspot will be unusable and reported to Verizon as lost/stolen. Verizon will then take proper legal action. The library does not accept replacement hardware, software, or peripherals in lieu of payment.

Proper Care and Use

- As with any electronic device, do not leave the Hotspot in a hot vehicle for an extended period of time.
- Do not remove the battery for any reason.
- If the Hotspot prompts you to update its software, you may accept. The software update should only take a few minutes.
- If your device displays a message that says, "Data Limit Reached," try turning the device off for a few minutes and then restart. Periodically, there will be heavy network congestion and you might have to wait until the congestion period is over before the device works properly.
- Do not leave the Hotspot plugged in. Once it is fully charged, unplug it and let the battery run down before charging again. **Please return the Hotspot fully charged.**

Disclaimer

- The library is not responsible for damage to any removable drive (i.e. flash drive), or lost or corrupted files, for any reason.
- The library is not responsible for any computer viruses that may be transferred to user storage devices. Tampering with library equipment or attempting to access or modify the operating system or any other software or programming, including bypassing security functions, is prohibited.



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Devise # _____
Due Date: _____
Returned Date: _____

Please Complete the Lending Agreement

Borrowers, along with a library staff member, will verify that all accessories are present at the time of checkout and check-in (case, device, battery, USB cable, power adapter and instructions.)

I have read and understand the Torrington Library Hotspot Lending Policy and agree to adhere to the terms and conditions contained therein.

Print Name (First & Last) _____ Library Card Number 21864 _____

Address _____ City _____ Torrington _____ Zip Code _____ 06790 _____

Telephone () _____ E-mail Address _____

Library Staff: Please check off to indicate that all pieces of equipment are present at time of check-out. Note device # and due date in upper right corner.

- Wifi Hotspot (including SIM card) - \$40 Battery - \$50 Charging cable- \$15 Power Adapter-\$15
- Carrying case- \$15 Instruction sheet - \$2.00

User Signature _____ Staff Signature _____

User Name (Printed) _____

Check-in:

LTC Staff: Please check off to indicate that all pieces of equipment are present at time of check-in. Return to office for restoration.

- Wifi Hotspot (including SIM card) - \$40 Battery - \$50 Charging cable- \$15 Power Adapter-\$15
- Carrying case- \$15 Instruction sheet - \$2.00

Staff initial _____ Date _____

Please make 1 copy for patron and retain/file 1 copy for the library.