



WASHINGTON PARISH LIBRARY

Hotspot Checkout Policy

TO BORROW A HOTSPOT, THE BORROWER MUST:

- Be at least 18 years old.
 - Be an adult cardholder of Washington Parish Library for at least two (2) months.
 - Be a resident of Washington Parish.
 - Not have any overdue items.
 - Not have any charges on their Library account.
 - Present a current, valid photo ID.
 - Agree to the terms of checkout by signing a *Library Hotspot Checkout Agreement*.
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CONDITIONS OF USE

- Hotspots may not be used for any illegal purposes. Use of Library technology for illegal purposes shall result in the customer losing the privilege of checking out technology for a period of one (1) year.
- Customers may only checkout one (1) hotspot per household at a time.
- Hotspots shall be checked out for a period of seven (7) days.
- Hotspots may be renewed over the phone up to three (3) times, depending on availability.
- Hotspots cannot be returned through the Library book drop. All technology checked out shall be returned to a staff member for inspection. Failure to follow this policy may result in a \$10 fine and the cost of any damage to the hotspot.
- At the time of checkout and check-in, the hotspot shall be inspected by a staff member to make sure it is intact and functioning properly.
- If a customer experiences problems with any checked out Library technology, they should immediately report the issue to the Library staff.

- In the event that a customer is not able to return the hotspot by the due date due to extenuating circumstances, the customer shall notify Library staff immediately.
- The Library shall not be responsible for a lost or stolen hotspot even when it is used on Library property.
- Under no circumstances should the hotspot be left unsecured or unattended.
- Technology left in hot vehicles may cease to operate. Any damage caused by heat shall be the responsibility of the customer.

OVERDUE HOTSPOTS

- Hotspots must be returned to the Library on the due date at least **30 minutes** before closing.
- Hotspots not returned on time shall incur a fine of **\$10 per day** up to a maximum of \$100.
- In addition to fines, customers who are late returning checked-out technology (such as hotspots and laptops) shall be restricted from checking out technology from the Library as outlined below:
 - First offense: One (1) week ban from checking out technology from ANY Washington Parish Library Branch.
 - Second offense: One (1) month ban from checking out technology from ANY Washington Parish Library Branch.
 - Third offense: Six (6) month ban from checking out technology from ANY Washington Parish Library Branch.
 - Fourth offense: One (1) year ban from checking out technology from ANY Washington Parish Library Branch.
 - Upon any further offense, the Library Administration reserves the right to remove the privilege of checking out technology from that customer for a period of time no less than one (1) year and not to exceed three (3) years.

REPLACEMENT/DAMAGE COSTS

The borrower shall bear all responsibility for any damage to the hotspot due to neglect, abuse, loss, or physical damage. If hotspots are lost, damaged, or stolen, the customer is responsible for the replacement cost (\$110) of the hotspot plus any accrued overdue fines.

Replacement costs for individual parts of the hotspot:

- Hotspot : \$80.00
- Adapter : \$20.00
- Case : \$10.00
- **Total Loss : \$110.00**

Miscellaneous damage to hotspots shall incur a charge of \$25 per occurrence.