

## **Mobile Hotspot and Laptop Lending Policy**

### **Purpose**

To provide access to information and educational resources and to further bridge the digital divide, the Ferguson Library lends mobile hotspots and laptops to eligible users.

### **Mobile Hotspots**

Ferguson Library cardholders in good standing, who are at least 18 years of age, can borrow a mobile hotspot. Upon checkout, library staff will confirm, in the presence of the borrower, that all items are present in the hotspot kit. The borrower must sign the library's Hotspot and Laptop Borrower's Agreement before a hotspot can be checked out. Only one hotspot may be borrowed at a time. The loan period for the hotspot is three weeks; no renewals are permitted.

The library will accept holds on the hotspot. Borrowers will be notified when their hold is ready for pick-up. Patrons will have 48 hours from the time of this notification to check out the hotspot, after such time it will be released to another borrower.

Laptops must be returned in person to the Ferguson Library Circulation Desk, not in the book drop. A library staff member will verify that all components of the hotspot are accounted for before checking it in from the borrower's account. The hotspot will not be considered returned until all components of the hotspot are returned.

Overdue hotspots will be deactivated the day after the hotspot is due, which will render them unusable.

The borrower will be responsible for lost, stolen or damaged hotspots and accessories and will be billed for the cost to replace any item(s).

Internet service relies on cell tower technology and coverage. Our hotspots can provide internet access for up to 20 simultaneous users. Unlimited data is provided by T-Mobile's 5G network. User experience can vary by location.

The library is not responsible for personal information shared over the internet or for information accessed on websites. The library is not responsible for any liability, damages, or expense resulting from the use of the hotspot. The borrower agrees to hold the library and its agents harmless from any and all claims, losses, damages, obligations, or liabilities, directly or indirectly, relating to the use of the library's hotspot and internet access provided by the library.

## Laptops

Active cardholders in good standing, who are at least 18 years of age, will be able to borrow a laptop for up to three weeks. No renewals are allowed but holds can be placed to reserve a laptop. The user must sign the library’s Hotspot and Laptop Borrower’s Agreement to borrow the equipment and is responsible for the cost of replacing any lost, stolen or damaged items.

It is the borrower’s responsibility to remove all personal data and files from the laptop before returning it. The Ferguson Library is not responsible for any data left on the device or for the loss of data incurred during the use of the borrowed equipment.

Approved by the Board of trustees: October 22, 2024

## Hotspot and Laptop Borrower’s Agreement

Hotspot ID Number: \_\_\_\_\_

Laptop ID Number: \_\_\_\_\_

Use of a library hotspot is subject to the terms and conditions set forth in this Hotspot and Laptop Borrower’s Agreement, and by checking out the hotspot, you agree to the following:

1. I understand that the hotspot or laptop can only be checked out by a Ferguson Library cardholder who is at least 18 years of age with an account in good standing.
2. I understand that the hotspot can be checked out for three weeks and cannot be renewed. It must be returned to the library by the due date, with all included cables and in the original packaging. If the hotspot has not been returned on its due date, the service to it will be deactivated and it will become unusable.
3. I understand that the laptop can be checked out for three weeks and cannot be renewed. It must be returned to the library by the due date, with all included cables and in the original packaging.
4. If I do not return the hotspot or laptop to the library in good working condition, with all included parts and in the original packaging, I will be charged a replacement fee of \$100 for a hotspot or \$450 for a laptop.
5. I understand that the library or service provider is not responsible for any files, data, or personal information accessed, transmitted, lost or damaged while accessing the internet via the hotspot, or while using the laptop.

By signing below, I acknowledge that I have read the above terms and conditions and agree to abide by them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_