

## Warren Public Library - Hot Spot Lending

### Who is eligible to borrow a hotspot?

1. Warren Public Library (WPL) cardholders with active accounts in “good standing”
  - No unpaid fines or fees for patron or family
  - Not currently banned from using public computers
2. Must be at least 18 years-old
3. Must provide proof of identity and current address (in addition to library card)
  - A valid PA Driver’s License or State ID Card
    - ❖ OR
  - Two current dated documents with address - utility, cell phone, bank statement, etc. Current is defined as within the last 40 days.
4. One per family (or persons at same address) at one time

### Borrowing Period and Cost

1. One week (7 calendar days) = \$10
2. Fee must be paid at the time of checkout, cash or check
3. Borrower may check out device for one single one-week period at a time
4. May be renewed if no one has placed a hold on the device
5. If a device is not available, borrower may place a hold
6. Borrower may not reserve device for a certain date
7. Borrower must come to the library to renew checkout, sign agreement again, and pay for another week

### Check Out and Check In Procedure

1. Borrowers must fill out and sign an Agreement Form each time they borrow a device AND when they return device.
2. A staff member and the borrower will together verify that all parts are present and each will sign the checklist.

### Returning the Hotspot

1. The device must be handed to a staff member at the Circulation Desk. **Do not leave it on the counter.** Failure to hand to a staff member will incur a \$10 fine.
2. You must sign the agreement form to verify the return of ALL PIECES.
3. The hotspot **may NOT be dropped in the book drop.** This will also incur a \$10 fine.
4. Please return the Hotspot fully charged.

### Overdue Policy for Hotspot

1. \$1 per day, up to, but not exceeding the cost of replacement
2. If the device is not returned on time, the service will be shut off within 24 hours.
3. Excessive overdue fines may result in the denial of hotspot lending privileges.
4. The patron is responsible for verifying that the due date on the receipt and paperwork match the borrowing period requested and paid.

### Liability for Lost or Damaged Parts or Devices

1. The borrower is fully responsible for the device while it is checked out to them. The borrower is also responsible for damage or loss by another party, including children, guests in their home, anyone who handles the device, and damage by pets.
2. The borrower is also responsible for unintentional loss, damage, or “accidents.”
3. The replacement cost is \$50
  - If any component part of the device package is not returned, the borrower will be charged the entire replacement cost.
  - Fines will accrue until payment for lost/damaged device is made, up to the replacement cost of \$50.

### Proper Care and Use

1. Do not allow the hotspot or the case to become wet or be left in a hot or cold vehicle.



**Proper Care and Use**

*(Continued)*

2. Do not remove the SIM card for any reason.

**Disclaimer**

1. The Library is not responsible for information accessed using this device or for personal information that is shared over the Internet. Information sent to or from your computer or other device can be captured by anyone else with a wireless device and special software.

**Disclaimer**

*(Continued)*

2. Hotspot users are encouraged to follow safe Internet practices and refrain from illegal Internet activity.
3. There is no guarantee that this device will be accessible in your area.

HOT SPOT CHECKOUT	
<b>Patron Name:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>Patron Signature:</b>	
<b>Staff Signature:</b>	
<b>Date:</b>	
<b>Due Date:</b>	

HOT SPOT RETURN	
<b>Staff Signature Return:</b>	
<b>Patron Signature Return:</b>	
<b>Date Returned:</b>	

***The library reserves the right to change this policy at any time. If a change is made while you have a device, the original terms will apply.***

## **Illegal Activity on the Internet While Borrowing a Library Hotspot**

**It is illegal to download copyrighted movies or music unless you have paid for the item. How do you know?**

- Did you buy the movie from Amazon, iTunes, or a similar, reputable site? You are (probably) okay.
- Did you use something like BitTorrent to download a movie or TV show that is still on the air? That's most likely illegal. Our Internet Service Provider will know and will notify us within a few hours. So – don't do it.

**Do not violate the law or encourage others to violate the law, for example:**

- Transmitting offensive or harassing messages
- Offering for sale or use any illegal substance

**Do not use the Internet to cause harm to others or damage to their property:** Engaging in defamation (harming another's reputation by lies); impersonating another user; vandalism, including any attempt to harm or destroy data, software or hardware.

**Do not access the Internet to compromise the safety and security of minors** when using email, chat rooms and other forms of direct electronic communications.

## **Unacceptable Uses of the Mobile Hotspot in Accessing Material on the Internet**

***The following are examples of unacceptable uses of the mobile hotspot and the Internet, and constitute violations of the Library's Internet policy and the law.***

**It is illegal to download copyrighted materials, including movies and music.**

- If you do not pay for a subscription like Amazon Music or Prime, Apple Music, or similar service, the download is likely to be illegal.
- Livestreaming simulcasts and TV broadcasts are usually illegal UNLESS you have paid for the right on a legal site like HBO NOW or HULU.
- Just because it is on YouTube does not mean it is legal.

## **Unacceptable Uses of the Mobile Hotspot** (Continued)

**It is illegal to download child pornography or materials that are obscene,** as defined in federal or state law or court decisions, including but not limited to 18 USC 2256(8), and viewing, transmitting, or downloading such materials or leaving such materials on an unattended computer screen.

**Uses that compromise the safety and security of minors.** Computer use by minors (individuals under 18 years of age) that may compromise their safety and security when using email, chat rooms, and other forms of direct electronic communications such as providing personal identification information about the minor or others. This includes, but is not limited to, giving out passwords, home addresses and telephone numbers, social security numbers, credit card numbers, driver's license numbers, or other personal information, and arranging face-to-face meetings with a person the minor has "met" only through the Internet without a parent's or guardian's permission.

**Uses involving unauthorized access ("hacking") and other unlawful uses.** Obtaining or attempting to obtain unauthorized access to computers, networks, sites, or information systems, including so-called "hacking," credit card or retail fraud, and any other unlawful uses or activities online.

**Uses which may cause harm or damage to property or systems,** such as down-loading or transmitting a "worm," "virus," "Trojan horse," "time bomb" or other harmful form of programming or vandalism.

**Allowing access by minors to material that is obscene, pornographic, sexually explicit or inappropriate as defined in 18 USC 2256(8), and 18 USC 1460.**

- Considered as a whole, it appeals to the prurient interest of minors as determined by contemporary local community standards.
- It is patently offensive to contemporary local community standards of adults as to what is suitable for minors.
- Considered as a whole, it lacks serious literary, artistic, political, educational, or scientific value for minors.