

Danbury Public Library Wifi Hotspot Lending Policy

The Danbury Public Library has established a Wifi hotspot lending program to help bridge the digital gap in our community between those who have high-speed internet access and those who do not. With this program, students can use the internet for help with homework and projects, employees can travel with reliable internet access to meetings and presentations, and patrons can have home access to the library's digital resources such as our databases, eBooks, streaming music and movies. Additionally, more patrons will be able to take advantages of our technology lending program, which provides free checkouts of Amazon Kindles, iPads, and Roku boxes with a Danbury Library card.

The Library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device. Any use of the device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.

Wifi hotspots may be borrowed by Danbury Library card holders ages 18 and above with Library cards in good standing (i.e. library card is not blocked due to unpaid fines or lost material) and permanent Danbury residence for 90 days. Checkout is limited to one per household at any given time. The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning electronic devices.

Wifi hotspots are available in the Technology Center from the time the library opens until 1 hour before the library closes. They may be reserved by placing a hold online or by calling the library. Devices will be held for three days. If the device is not picked up by the end of the third day, the hold will be cancelled and the device will move to the next person in line. In order to borrow a hotspot, the patron's Library card and a government-issued photo identification must be presented to the Technology Center Desk. At the time of check-out, a patron must complete an Electronic Device Agreement. Once a hotspot is checked out to a patron, it becomes the responsibility of that patron per the Electronic Device Agreement.

Hotspots may be borrowed for two weeks. They must be returned in person to the Technology Center, and never to another library or in the book drop. Devices returned in the book drop will result in a \$10 fine. If damage to the device is discovered by Library staff, these costs will be added to the patron's account. The overdue cost for the item is \$10.00 per day up to the full cost of the item. If a hotspot is not returned, the borrower will be charged a \$200 replacement cost. If devices are not returned in a timely manner, civil and criminal action will be taken. If the borrower fails to pay the replacement cost for a lost device, they will be banned from the library.

Three (3) late returns for any device checkout will result in being permanently banned from borrowing all devices.

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The Danbury Public Library lends Wifi Hotspots to Danbury Library card holders ages 18 and above with Library cards in good standing (i.e. library card is not blocked due to unpaid fines or lost material) and permanent Danbury residence for 90 days. Hotspot checkout is limited to one per household. The lending period is two weeks. Devices may not be renewed. Hotspots are available in the Technology Center from the time of opening until 30 minutes before the library closes. They may be reserved by placing a hold online or by calling the library. Devices will be held for three days. If the device is not picked up by the end of the third day, the hold will be cancelled and the device will move to the next person in line. The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning electronic devices. The Library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device.

- A patron must present their library card and a government-issued photo identification to the LTC Help Desk. At the time of check-out, the patron shall complete this Loan Agreement. Once a hotspot is checked out to a patron, it becomes the responsibility of that patron.
- Any changes in condition or content while in the patron’s care will be the patron’s responsibility. The patron is responsible for damage, loss, or theft. Patrons should have a basic working knowledge of the device on checkout. If any technical problems are encountered, patrons should return the device immediately to the LTC Desk.
- It is recommended that devices are returned to the LTC desk at least 30 minutes before the library closes. Devices should never be returned in the book drop or to another library.
- Devices returned in the book drop will result in a \$10 fine. The hotspot will be examined to ensure it has not been tampered with. If damage to the device is discovered by Library staff, these costs will be added to the patron’s account.
- An overdue charge of \$10 per day up to the full replacement cost of \$200 will be charged for a hotspot that is not returned. Damaged devices or parts will be charged at full replacement cost. Patrons are responsible for full replacement cost if the device or any parts are lost, stolen, damaged, or otherwise not returned. **If the borrower fails to pay the replacement cost for a lost device, they will be banned from the library. If devices are not returned in a timely manner, civil and criminal action will be taken. Three (3) late returns for any device checkout will result in being permanently banned from borrowing all devices.**

I understand and agree to these rules of use. By signing this agreement, I accept the above loan policy and am stating that I am responsible to return this equipment to Danbury Public Library in good working condition and free from damage.

Checkout: Patron: Please fill out the following fields:

Library Card Number _____

Print name _____ Email address _____

Signature _____ Date _____ Phone number _____

LTC 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 Instruction sheet Charging cable Charging block Carrying case Patron ID copied **LTC Staff initial and date** _____

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 Instruction sheet Charging cable Charging block Carrying case **LTC Staff initial and date** _____