

Hotspot Circulation Policy Kaukauna Public Library

The Kaukauna Public Library will make mobile Wi-Fi hotspots available for check out. These devices may be checked out by an adult with an OWLSnet library card in good standing. A Hotspot Circulation Agreement must be signed by borrower at the time of check out.

1. Patron must be an adult at least 18 years old with an OWLSnet library card in good standing.
2. Borrowers must present their library card in good standing or an official photo ID (Driver's license or State ID) to library staff at the time of check out.
3. Address and phone number will be confirmed and recorded. Patron must sign the Hotspot Circulation Agreement form.
4. The hotspot is checked out for a period of one week and can be renewed up to three times. Renewals will not be permitted if there are existing holds for other patrons. If a patron has exhausted all renewals the item must be returned to Kaukauna Public Library before another hotspot can be loaned to them.
5. The hotspot must be returned to Kaukauna Public Library in person at the circulation desk. All items will be checked at the time of return. Hotspots are circulated with the device, battery, power charging cable, and carrying case.
6. Any changes to this device, tampering or alterations is not permitted and will result in loss of borrowing privileges.
7. Somewhat limited technical support is available through library personnel. Borrowers attest that they have basic familiarity and comfort with the hotspot and devices they will be using. The library cannot guarantee hotspot coverage or connection to devices.
8. Any loss or damage of the hotspot should be reported immediately. Borrowers should not attempt to troubleshoot problems on the hotspot.
9. The borrower assumes full responsibility for the cost of repair or replacement in the event the hotspot is lost, stolen, or damaged. Replacement cost is \$110.
10. Borrowers must not engage in any illegal activities (e.g. hacking pirating, downloading illegal materials, etc.) or engage in any activities inconsistent with library policies.
11. Violation of any of the above conditions may result in suspension of hotspot borrowing privileges as determined by the Library Administration.
12. Due to the ongoing cost and monthly fees associated with hotspot lending, repeat violations of overdue devices will not be permitted. Library Administration retains the right to suspend hotspot borrowing privileges if hotspots are overdue more than 3 consecutive times.
13. Data will be stopped to device one (1) day after it is due, if it is not renewed on or before the original due date. Once data has been stopped, item cannot be renewed and must be returned to the library. Hotspots will be billed three (3) days after it is due. If items are not returned within seven (7) days of due date, account information will be released to local law enforcement to recover Library property.
14. The library reserves the right to petition the court for the release of public library records on circulating equipment and higher cost library materials including, but not limited to, videogames, laptops, tablets, hotspots,

ukuleles, projectors and STEM kits in the event that there is reasonable suspicion of theft or resale of library materials. If granted, records will be released to local law enforcement for recovery.