

Hotspot and Laptop Lending Policy & Agreement

The Acton Public Library lends out both WiFi Hotspots and Laptops to Acton Library (Old Saybrook residents) card holders in good standing ages 18 and above (i.e. library card is not blocked due to unpaid bills or lost material) accompanied by a valid photo ID. The lending period for the hotspots and laptops are two (2) weeks. The hotspots or laptops may be reserved, but not renewed. The Acton Library reserves the right to refuse service to patrons who abuse equipment or are repeatedly late 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. Illegal use of this device is prohibited. Compliance with the **Computer and Internet Policy** is expected.

- A patron must present their library card along with a government issued photo identification to the circulation desk. Once a hotspot or laptop is checked out to a patron, it becomes the responsibility of the patron. A signed copy of this agreement will be given to patron with equipment.
- Only one laptop and/or hotspot may be checked out to a family or household at one time.
- Any changes in condition, of the device, 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 issues are encountered while in the care of the patron, patron should notify the library immediately.
- Items must be returned directly to a staff member. They are not to be returned to another library or in the book drops. Each item will be examined upon return and any damage discovered will be billed to the patron.
- A returned hotspot or tablet must remain available in the library for 24 hours before the same patron, or another patron living in the same household, may check it out again.
- An overdue fee of \$5.00 per day up to the full replacement cost of \$180.00 will be charged for a hotspot or \$350.00 for laptop. Damaged devices or parts will be charged at full replacement cost.
- I understand and agree to these rules. By signing this, I accept the above loan policy and am stating that I am responsible to return this device in good working condition and free from damage to a staff member at the Acton Public Library.

Name(print)_____Signature:_____

Library Card#_____ Photo ID#_____

Staff Initials: _____ Date: ____/____/____