

Thorntown Public Library

HotSpot Lending Policy

The Thorntown Public Library circulates hotspots for patrons needing Internet access for a limited period of time. The intention of the hotspot lending program is to provide access for patrons who are experiencing outages, needing to complete a project assignment, or going to a location where the Internet is not freely available. The hotspot lending program is not intended to provide a subsidy for continual Internet access for any one household.

The following parameters have been adopted for the circulation of these hotspots:

- Patrons must be 18 years of age or older with a valid Evergreen Indiana library card and an account in good standing (no fines/fees over \$10 or overdue materials). However, a minor may borrow the hotspot if verbal permission from the guarantor of the account is given and noted.
- Devices may be placed on hold. Once notified that a device is available, borrowers must pick up the device within three business days. This overrides the seven day limit stated in other notifications. Once three days have passed, it may be released to the next hold.
- Only one hotspot at a time may be checked out to or placed on hold for a single household.
- Patron must have his/her library card to check out.
- Devices can be checked out for 7 days; one renewal is allowed provided there are no holds.
- The device is the borrower's responsibility while it is checked out. It must be returned with the hotspot, charger, instruction card, and case. Items returned with missing or damaged parts may incur charges according to the schedule below.
- Overdue hotspots will be deactivated by library staff the morning after the due date; there is no grace day for hotspots.
- Borrowing privileges will be suspended for three months for patrons who have three overdue hotspot charges on their account. Patrons will be contacted by library staff once they have two overdue hotspots.
- If a hotspot is marked "lost" while checked out on the borrower's account, borrowing privileges will be suspended for three months.
- If hotspot borrowing privileges are lost, the patron will be notified in writing.
- Borrower may not reset or try to change settings on the device.

Approved by board June 10, 2019; amended by board October 14, 2019, March 8, 2021

Fee Schedule for Lost, Damaged or Never Returned Items

HotSpot Device	\$75.00
Charging Cord	\$2.50
Plugin Adapter	\$6.00
Instruction Card	\$1.00
Carrying Case	\$10.00