



Watkins Glen Public Library
610 S Decatur Street
(607) 535-2346

Hotspot Lending Agreement

Guidelines for Borrowing

- Borrowers must be at least 18 years of age and have a valid library card in the Southern Tier Library System (STLS) that is older than 30 days.
- Accounts must have a valid address and phone number on file. Staff reserve the right to check phone number at time of checkout.
- Accounts must be in good standing with no outstanding fines or bills over \$10.00.
- **Borrowers are required to present a form of PHOTO IDENTIFICATION at checkout.**
- Borrowers must read, understand, and sign the Hotspot Lending Agreement.
- Hotspots are available for a loan period of seven (7) days or one week.
- **Hotspots are not eligible for renewal. They must be available to other patrons for *at least 7 days* before members of the same household can check one out again.**
- Borrowers and the present staff member will verify that all accessories are present at the time of both checkout and check-in. This may include a case, power adapter, SIM card, and instructions.
- Do not return the device to the outside book drop. All devices must be returned directly to a staff member. If the library is operating in a curbside-only capacity, please contact the library to set up a time for drop off. If the library is closed due to inclement weather or other emergency reasons, you will not be charged a late fee. In the event you cannot reach the library by phone, email wqldirector@stls.org.

Fines & Liabilities

- If a device is overdue it will be deactivated, rendering the device unusable.
- **Patrons will be fined \$10.00 per day, up to the full replacement cost of \$200.00, for an unreturned or damaged device.**
- Patrons are responsible for the full replacement cost if the device or any parts are lost, stolen, damaged, or otherwise not returned to the library.
- The complete replacement cost is as follows:
 1. Hotspot Device: \$80.00
 2. Carrying Case: \$10.00
 3. USB Power Cord: \$10.00
 4. SIM Card: \$10.00
 5. Data: \$10 per month. Patrons will be charged the for outstanding amount of unused data for the remainder of the service period, as this is non-transferrable.

Proper Care & Device Use

- As with any electronic device, do not leave the Hotspot in a hot or cold vehicle for an extended period of time. Please store in a controlled environment.
- Do not remove the SIM card for any reason.
- If the device prompts an update of software, you may accept. The software update should take no more than a few minutes.
- If your device displays a message that says, "Data Limit Reached," try turning the device off for 2-3 minutes and restarting. There may be heavy network congestion and you might have to wait until the congestion period is over before the device works properly.
- Do not leave the Hotspot plugged in. Once it is fully charged, unplug and let the battery run down before charging again. Please return the device fully charged.
- Residents of Schuyler County should have access to the Internet via the Hotspot but the library cannot guarantee that it will work in every location. Please let us know if there are any issues and we will try our best to resolve them.

Disclaimer: The Library is not responsible for information accessed using this device or for personal information shared over the Internet. Users are encouraged to follow safe Internet practices. Please be aware that the mobile hotspot does not have virus protection. Users must install virus protection on personal devices. The user is responsible for all Internet access on the device, including access by minors. The Library is not responsible for any computer viruses that may be transferred to user storage devices. Tampering with library equipment, including bypassing security functions is prohibited.

By signing below, I understand and agree to the terms of the Watkins Glen Public Library's Hotspot Lending Agreement.

Borrower's Name (Print): _____

Borrower's Signature: _____

Today's Date: _____ Phone Number: _____

Email (if any): _____

STAFF USE ONLY:

Borrower's Library Card #: _____

Hotspot #: _____

ID Verification: YES NO

Staff Initials: _____