

# Maywood Public Library

## Policy 23.0 Hotspot Lending Policy

The Maywood Public Library makes hotspots available to Maywood Library Card Holders. Hotspots are provided according to availability and the following:

1. Hotspots may be borrowed by any adult with a Maywood library card in good standing. The borrower must show a valid form of identification (driver's license or state ID) in addition to their library card each time a hotspot is checked out.
2. The loan period is 21 days. No renewals are available.
3. Only 1 hotspot may be checked out per household.
4. When the hotspot is returned, there is a 7 day waiting period to checkout another hotspot by that household.
5. A cash deposit of \$20.00 will be collected at the time of checkout when the borrower completes the "Hotspot Lending Agreement".
6. Hotspots must be returned to the Reference Desk with all parts (hotspot, USB cable, adapter, container box) during library hours. The deposit will be returned in full if the hotspot is returned in complete working order to the Reference Desk. Use of any book drops will result in the loss of deposit.
7. Fines for unreturned hotspots are \$5.00 per a day, not counting the days the library is closed. Accrued fines will be deducted from the initial \$20.00 deposit.
8. The borrower assumes full responsibility for the cost of repair or replacement in the event the hotspot is lost, damaged, or stolen. The library will assess the technological issues and charge the borrower accordingly. Missing parts will result in the following deduction from the deposit:

a. Missing USB Cable	\$10.00
b. Missing adapter	\$10.00
c. Missing container box	\$5.00

If the hotspot is not returned, the wireless service will be discontinued. The hotspot will be unusable, deposit will be forfeited and the borrower will be charged for the cost of replacement (\$100.00).