

Rahway Public Library – Hot Spot Policy

To further its mission to inform, enrich and inspire the community, the Rahway Public Library makes available Mobile Internet Hotspots for the community to borrow and use.

The Board of Trustees adopted this policy to encourage and promote access to these materials.

Relevant definitions:

Mobile Internet Hotspot: A physical device that provides cellular data to connect other devices (phones, laptops, tablets, etc.) to the internet.

The following rules apply to the Hotspots:

	Hotspots
Who Can Borrow?	Rahway Library card holders 18 or older including paid members, employed, students, property owners and homebound
How many?	One at a time. Only one per household.
Loan Period	14 days
Renewal	No renewals
Holds Allowed	Yes
Overdue Fine	\$2.00/day
Maximum Fine	\$100.00 plus the Full Cost of Device
Replacement Cost	Full cost of device
Replacement Box	\$10.00
Replacement accessories	\$15.00 – Charging brick \$15.00 – Charging cable
Returns	Must be returned to the Circulation Desk. May not be returned via the book drop.

Hotspot checkout is limited to one per household. A returned hotspot 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. The loan period is two weeks and the hot spots cannot be renewed. Borrowers

cannot loan a hot spot to another person. Hotspots that are overdue will be remotely deactivated, rendering the device unusable, to prevent continued internet access through the device. An overdue charge of \$2 per day will be charged up to a maximum of \$100, in addition to the full replacement cost of the device.

Patrons are responsible for any changes in condition while the device is in the patron's possession. Damaged, lost, or stolen hotspots or accessories will be charged replacement fees as seen above.

Please note: The library reserves the right to refuse lending of these devices to patrons who abuse equipment or who are repeatedly late in returning the devices. The Library is not responsible for any liability, damages, or expenses resulting from use or misuse of these devices, connection of the device to other electronic devices or networks, or data loss resulting from use of these devices. The Library is not responsible for information accessed using this device or for personal information shared over the Internet. Engaging in behavior meant to cause harm to another individual, such as cyberbullying, or use of a hot spot to access websites which are illegal or contain illegal content when using the hot spot will result in loss of borrowing privileges and possible notification to law enforcement.

Proper Care & Use

- Do not leave hot spot in a hot vehicle for an extended period of time.
- Do not remove the sim card for any reason.
- Do not remove the battery for any reason.
- If the hot spot prompts you to update its software you may accept.
- If your device displays a message that says, "Data Limit Reached," try turning the device off for a few minutes and then restart. This may resolve the issue when it is reactivated.
- Do not leave the hot spot plugged in. Once it is fully charged, unplug it and let the battery run down before charging again. Please return the hot spot fully charged.