



Wifi Hotspot Lending Policy

Approved by the Library Board February 23, 2017 and Updated June 6, 2018

The Norwalk Public Library System lends Wifi Hotspots to adults with Norwalk Public Library cards in good standing (i.e. non-expired accounts neither with fees exceeding \$10.00 nor any other blocks). Hotspots are available at the Adult Circulation desks on a **walk-in basis only**. Checkout is limited to one (1) per household, from either library (Main or Branch), but not one from each. **The lending period is one (1) week, non-renewable**. Upon return, patron must wait until the next business day before borrowing another Hotspot. Borrowers will be asked to provide additional ID along with their library card, e.g. driver's license, state photo ID, etc.

An overdue charge of \$10.00 per day will be charged for a Hotspot not returned on time, up to but not exceeding the full replacement cost of \$200.00. At three weeks overdue, the patron will automatically be charged the full replacement cost of the item.

A hotspot must be returned to its home library, in person at the circulation desk. The device should never be returned in the book drop or to another library. Returning the device in the book drop will result in a \$10.00 fine. **Returning the device to another library will result in a \$10.00 fine and losing the privilege of borrowing Hotspots.**

Upon return, the Hotspot will be examined to ensure it has not been tampered with or damaged. Borrowers are advised to wait until the Hotspot is checked in by a staff member at the Circulation desk. **The borrower is responsible for the full replacement cost of the Hotspot if the device or any parts are stolen, lost, altered, damaged, or otherwise not returned.**

You can complete this form and bring it with you when you are ready to pick up a Wifi Hotspot device.

**My signature below confirms I have read and agree to the conditions of this
Wifi Hotspot Lending Policy.**

Signature _____ Date _____

Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Office Use Only

Patron Barcode _____ Hotspot Barcode _____

Additional Identification Provided _____

Staff Initials _____ Date _____