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### **Mystic & Noank Library Wi-Fi Hotspot Lending Policy**

The Mystic & Noank Library (MNL) has established a Wi-Fi Hotspot lending program to help bridge the digital gap in our community between those who have high-speed internet access and those who do not. With this program, students can use the internet for help with homework and projects, employees can travel with reliable internet access to meetings and presentations, and patrons can have home access to the Library's digital resources such as our databases, eBooks, streaming music and movies.

MNL is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device. Any use of the device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.

Wi-Fi Hotspots may be borrowed by any Connecticut Library card holders ages 18 and above with Library cards in good standing (i.e. library card is not blocked due to unpaid fines or lost material). Checkout is limited to one per household at any given time. MNL reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning electronic devices.

Wi-Fi Hotspots are available at the Front Desk from the time MNL opens until 30 minutes before MNL closes. They may be reserved by placing a hold online or by calling MNL. Devices will be held for three days. If the device is not picked up by the end of the third day, the hold will be cancelled and the device will move to the next person in line. At the time of check-out, a patron must complete an **Electronic Device Agreement**. Once a Hotspot is checked out to a patron, it becomes the responsibility of that patron per the Electronic Device Agreement.

Hotspots may be borrowed for two weeks. They must be returned in person to the Front Desk, and never to another library or in the book drop. **Devices returned in the book drop will result in a \$10.00 fine.** If damage to the device is discovered by Library staff, these costs will be added to the patron's account. The overdue cost for the item is \$5.00 per day up to the full cost of the item. **If a Hotspot is not returned, the borrower will be charged a \$200.00 replacement cost.** If devices are not returned in a timely manner, civil and criminal action may be taken. If the borrower fails to pay the replacement cost for a lost device, all borrowing privileges will be frozen.

Three (3) late returns for any device check-out will result in being permanently banned from borrowing all devices.