

Mystic & Noank Library Wi-Fi Hotspot Lending Agreement

The Mystic & Noank Library (MNL) lends Wi-Fi Hotspots to 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). Hotspot checkout is limited to one per household. The lending period is two weeks. Devices may not be renewed. Hotspots are available at the Front Desk from the time of opening 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. MNL reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning electronic devices. 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.

- A patron must present their library card and complete this Loan Agreement at the time of check-out. Once a Hotspot is checked out to a patron, it becomes the responsibility of that patron.
- Any changes in condition or content while in the patron’s care will be the patron’s responsibility. The patron is responsible for damage, loss, or theft. Patrons should have a basic working knowledge of the device on check-out. If any technical problems are encountered, patrons should return the device immediately to MNL.
- It is recommended that devices are returned to the Front Desk at least 30 minutes before MNL closes. Devices should never be returned in the book drop or to another library.
- Devices returned in the book drop will result in a \$10 fine. The Hotspot will be examined to ensure it has not been tampered with. If damage to the device is discovered by Library staff, these costs will be added to the patron’s account.

An overdue charge of \$5 per day up to the full replacement cost of \$200 will be charged for a Hotspot that is not returned. Damaged devices or parts will be charged at full replacement cost. Patrons are responsible for full replacement cost if the device or any parts are lost, stolen, damaged, or otherwise not returned. **If the borrower fails to pay the replacement cost for a lost device, all borrowing privileges will be frozen.**

- **If devices are not returned in a timely manner, civil and criminal action may be taken. Three (3) late returns for any device checkout will result in being permanently banned from borrowing all devices.**

I understand and agree to these rules of use. By signing this agreement, I accept the above loan policy and am stating that I am responsible to return this equipment to Mystic & Noank Library in good working condition and free from damage.

Check-out:
Patron: Please fill out the following fields: Library Card Number _____

Home Library MNL Other: _____

Print Name _____ Email Address _____

Signature _____ Date _____ Phone _____

MNL Staff: Please check off to indicate that all pieces of equipment are present at time of check -out. Note device # and due date in upper right corner.

Wi-Fi Hotspot Instruction Sheet Charging Cable Charging Block Carrying Case MNL Staff Initials _____

Please provide a copy of this signed form to the patron at the time of check-out and retain the original on the clipboard.

Check-in:
MNL Staff: Please check off to indicate that all pieces of equipment are present at time of check -in.

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Return Date: _____ Fines Assessed: _____ Fines/Charges Paid: _____