

Cook Memorial Library - Mobile Hotspot Policy

General Use

A limited number of mobile hotspots are available to borrow from the Cook Memorial Library. While this service is subject to availability, mobile hotspots may be placed on hold if all are checked out.

A borrower must sign this form ("Mobile Hotspot Policy") before being issued a mobile hotspot. Failure to comply with this policy will result in loss of privileges and may lead to fees, fines, and/or legal action, up to and including referral to law enforcement.

The Library Director reserves the right to limit or restrict library equipment usage.

Checkout Policy

- Patron must be a resident cardholder age 18 or older with no overdue materials or outstanding fines/fees on their library account.
- Patron must present their active Cook Memorial Library card and a valid government-issued photo ID in order to borrow a mobile hotspot.
- Under no circumstances may a patron use another person's library card to borrow a mobile hotspot.
- A mobile hotspot may not be physically loaned to another individual.
- A mobile hotspot may be borrowed for a one-week loan period. Patron may renew the mobile hotspot for up to two additional one-week loan periods if there are no patron holds on the device.
- When returning a mobile hotspot, patron must physically hand the device to a Cook Memorial Library staff member at the Service Desk. Patron cannot just leave the device on the Service Desk even if a staff member is present. A mobile hotspot may not be returned in the book drop; if the device is returned in the book drop, a \$25 fee will be charged to the patron's account. A mobile hotspot may not be returned to another library in the Sage Library Consortium.

Fines & Fees

- Fees will be charged to the patron's account for a mobile hotspot that is returned late or via the library book drop, as noted in the Library's fee schedule and this policy's terms.
- Patron accepts financial responsibility for all costs associated with loss of or damage to the device. Fees may be assessed after the time of check-in if damage is later discovered.
- If the mobile hotspot is not returned within 21 days post the due date, the device will be presumed lost. Once the device is placed into lost status, the borrower's library privileges will be suspended and the borrower will be responsible for the full replacement cost of the device plus a \$15.00 non-refundable processing fee.

Replacement Costs

- Mobile Hotspot & SIM card \$170.00
- Case \$ 15.00
- Power Adapter/Cord \$ 15.00

Acknowledgement of Mobile Hotspot Replacement Cost

I, _____ (print full name), agree to defend, indemnify and hold the City of La Grande and (as applicable) City of La Grande employees, agents, suppliers and any of our third party providers or other representatives harmless against any and all claims demands, losses, expenses, damages and costs. These include legal costs, however arising, resulting from any violation or breach of these Terms of Use, any claims made by or liabilities to any third party resulting from any activities relating to my use or misuse of a library mobile hotspot. These include any allegations that any Materials that I make available or create, or view through a library mobile hotspot that infringe on the intellectual property rights of any third party or violate any state or federal laws.

I understand that by checking out a mobile hotspot from the Cook Memorial Library that I am responsible for the replacement cost of the device and/or its accessories if lost or damaged. I acknowledge that mobile hotspots may not be returned in the outside book drop, and must be returned directly to a staff person at the Cook Memorial Library circulation desk during regular library hours. I understand that hotspots are limited to one (1) unit per household. I understand that failure to comply with these Terms of Use may result in any or all of the following actions:

- An immediate temporary, or permanent, withdrawal of my right to use mobile hotspots provided by the library.
- Fines or fees resulting from damage to, failure to return, or misuse of, the mobile hotspot.
- Legal action against me for breach of these terms.

Signature

Date