Lillie M. Evans Library District Board of Trustees
Adopted: November 14, 2019
Revised: December 12, 2024

Hotspot Patron Agreement Form

By signing this form you are stating that you are responsible for returning all items associated with the hotspot. If items are not returned, you are responsible for replacement costs.

Check-out Policy

- The check out period is for 14 days.
- Hotspots cannot be renewed or reserved.
- Only one (1) hotspot per household address. When a hotspot is returned, there is a 24-hour waiting period to checkout another hotspot by that household.
- Hotspots must be kept in a temperature controlled environment—they cannot be returned in the book drop but must be brought into the building and handed to a staff member.
- If the hotspot is overdue, the service will be cut off and the user's library privileges will be suspended. Fines for unreturned hotspots are $5/day.
- Three (3) late returns for hotspot checkouts will result in being permanently banned from borrowing hotspot devices.
- 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.
- If any part the hotspot is lost or returned unusable, the user must pay the replacement cost of the item.

Replacement costs:

a. Hotspot: $75
b. USB cable: $15
c. Adapter: $15
d. Case: $15

I understand and agree to the rules of use. By signing this agreement, I accept the Hotspot Lending Policy and am stating that I am responsible to return this equipment to Lillie M. Evans Library in good working condition and free from damage.

Signature: _____

Date: _____

Name (last name first):	Address:
Library barcode:	Staff Initials:

FOR STAFF USE

	Hotspot	Date/Time Checked Out	Initials	Hotspot Due	Date/Time Returned	Equip Check	Initials
example →	2	11/18/19 2:36pm	BMD	11/25/19	11/25/19 3:30pm	OK	BMD