

COMSTOCK TOWNSHIP LIBRARY HOTSPOT LENDING AGREEMENT

Please read carefully and sign

Guidelines for Borrowing and Use

- Hotspots may only be checked out and returned at the Circulation desk. **DO NOT RETURN THE HOTSPOT IN THE BOOK DROP.** If the unit is returned in the book drop you will be charged a \$5.00 fine. If it is returned a second time in the book drop, you will be blocked from checking the device out in the future.
- Borrowers must be at least 18 years of age, a Comstock Township resident, have had a valid Library Card for at least 90 days and be in good standing with the Library (with a current address/phone on file and no outstanding fines or overdue materials.) They must present a valid picture ID at checkout.
- Borrowers must read, understand, and sign the Hotspot lending agreement at the Circulation Desk in the presence of a library staff member every time the Hotspot is checked out.
- There is a 14 day checkout period for Hotspots. They may not be renewed and must be available to others for at least 48 hours before the same household can check them out again.
- Borrowers, along with a library staff member, will verify that all accessories are present at the time of checkout and check-in (case, device, power adapter, SIM card, instructions.)

Fines and Liability

- When the Hotspot is 1 day past due it will be deactivated, rendering the device unusable.
- An overdue fine of \$10.00 per day, up to the full replacement cost of \$200, will be charged for a hotspot that is not returned. Patrons are responsible for full replacement cost if the device or any parts are lost, stolen, damaged, or otherwise not returned.
The complete replacement cost for the Hotspot is \$200. Individual accessory replacement fines are as follows: Case -\$20.00, Power Cord -\$10.00, SIM Card -\$25.00, Wristlet-\$5.00, Information sheets \$2.00.
- Patrons with overdue mobile units will be referred to a Collection Agency after 10 days, with a Service Fee added to the account.

Proper Care and Use

- As with any electronic device, do not leave the Hotspot in a hot vehicle for an extended period of time.
- **Do not remove the sim card for any reason.**
- **If the Hotspot prompts you to update its software you may accept. The software update should only take a few minutes.**
- **If your device displays a message that says, "Data Limit Reached," try turning the device off for a few minutes and then restart. Periodically, there will be heavy network congestion and you might** have to wait until the congestion period is over before the device works properly.
- Do not leave the Hotspot plugged in. Once it is fully charged, unplug it and let the battery run down before charging again. Please return the Hotspot fully charged.

Disclaimer:

- The Library is not responsible for information accessed using this device or for personal information that is shared over the Internet.
- Information sent to or from your computer (or other device) can be captured by anyone else with a wireless device and appropriate software, within 300 feet.
- Hotspot users are encouraged to follow safe Internet practices.

- The Library is not responsible for any computer viruses that may be transferred to user storage devices.
- Tampering with library equipment, including bypassing security functions is prohibited.
- Patrons must abide by the Comstock Internet Policy

Mobile Hotspot Internet Agreement-Comstock Township Library

Comstock Township Library (“CTL” or the “Library”) provides access to the Internet via the Mobile Hotspot to meet legitimate public information needs. **Please be aware that the mobile hotspot has no filters or virus protection. Users must install virus protection on their personal devices. The user is responsible for all Internet access on the device, including access by minors.**

Unacceptable Uses of the Mobile Hotspot in accessing material on the Internet

The following are examples of unacceptable uses of the mobile hotspot and the Internet, and constitute violations of this policy and the law.

- 1) It is illegal to download copyrighted materials, including movies and music. Livestreaming simulcasts and TV broadcasts are illegal.
- 2) It is illegal to download child pornography or materials that are obscene, as defined in federal or state law or court decisions, including but not limited to 18 USC 2256(8), and viewing, transmitting, or downloading such materials or leaving such materials on an unattended computer screen.
- 3) Uses that compromise the safety and security of minors. Computer use by minors (individuals under 18 years of age) that may compromise their safety and security when using email, chat rooms, and other forms of direct electronic communications such as providing personal identification information about the minor or others. This includes, but is not limited to, giving out passwords, home addresses and telephone numbers, social security numbers, credit card numbers, driver’s license numbers, or other personal information, and arranging face-to-face meetings with a person the minor has “met” only through the Internet without a parent’s or guardian’s permission.
- 4) Uses involving unauthorized access (“hacking”) and other unlawful uses. Obtaining or attempting to obtain unauthorized access to computers, networks, sites, or information systems, including so-called “hacking,” credit card or retail fraud, and any other unlawful uses or activities online.
- 5) Uses which may cause harm or damage to property or systems, such as down-loading or transmitting a “worm,” “virus,” “Trojan horse,” “time bomb” or other harmful form of programming or vandalism.
- 6) Uses that violate confidentiality, trade secrets, or copyrights. Uses that violate confidentiality of information, including but not limited to the Michigan Library Privacy Act, being Public Act No. 455 of 1982, as amended, and downloading or transmitting trade secret information or copyrighted materials.
- 7) Allowing access by minors to material that is obscene, pornographic, sexually explicit or

inappropriate as defined in 18 USC 2256(8), and 18 USC 1460.

Inappropriate matter for minors is defined for purposes of this policy the same as material harmful to minors in the Michigan Library Privacy Act, being Public Act No. 455 of 1982, which is sexually explicit matter which meets all of the following criteria:

- i. Considered as a whole, it appeals to the prurient interest of minors as determined by contemporary local community standards.
- ii. It is patently offensive to contemporary local community standards of adults as to what is suitable for minors.
- iii. Considered as a whole, it lacks serious literary, artistic, political, educational, or scientific value for minors.

Hotspot Lending Agreement

I agree:

- To abide by the Comstock Township Library's Lending Guidelines as stated above.
- To abide by the Comstock Township Library's Internet Guidelines

Patron name (printed)_____

Signature_____Date:_____

CHECKLIST

Staff: In front of patron verify all items are included in the case for checkout, fill out data count (GB used). When item is returned use this form and check off items in front of patron.

ITEM	CHECKED OUT	ITEM	RETURNED
HOTSPOT #		HOTSPOT #	
SIM CARD		SIM CARD	
Power Cord		Power Cord	
Case		Case	
Wristlet		Wristlet	
Information sheet		Information sheet	
Deposit		Deposit Returned	
Staff Initial	Patron Initial	Staff Initial	Patron Initial