

## **Mesquite Public Library Mobile Hotspot (Wi-Fi to Go) Circulation Policy**

The Mesquite Public Library System offers free internet access via mobile hotspots to the public as part of a grant funded by the Institute of Museum and Library Services and the Texas State Library and Archives Commission \*(Special Projects Grant #SPP-23004).

### **1. Access**

- a. The borrower must be a Mesquite resident and a Mesquite Public Library cardholder in good standing. New applicants may not borrow a hotspot until they have had their card for at least 2 months.
- b. The borrower must be at least 18 years old.
- c. The borrower must present a valid photo ID at the time of checkout.
- d. The borrower must verify that their information we have on file is correct.
- e. The borrower must read and sign the Mobile Hotspot User Agreement every time a hotspot is checked out.
- f. Check out of hotspots is limited to one per household at any given time.

### **2. Lending**

- a. Mobile Hotspots check out for 2 weeks with no renewals.
- b. The borrower must sign a User Agreement when checking out a hotspot.
- c. The borrower must check out and return mobile hotspots in person at the Circulation Desk.
- d. The borrower and library staff will verify that all accessories (case, device, charger and cord) are present at the time of check out and check in and that the device is in working order.
- e. The borrower is responsible for loss, damage or theft of the device and/or accessories. If the device is damaged or not returned, the borrower will be charged the replacement cost of the device plus a \$5 processing fee.
- f. The hotspot will be deactivated if not returned by the date due.
- g. Holds can be placed on hotspots and the patron will be called when a hotspot becomes available. The patron will have 3 days to pick up the hotspot from the library. After 3 days, the hotspot will be released to the next patron requesting a hotspot.
- h. The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning the devices.