

MOBILE HOTSPOT BORROWING POLICY

Revised August 2018

The library reserves the right to change this policy at any time. If a change is made while you have a device, the original terms will apply.

Who is eligible to borrow a hotspot?

- BPL cardholders with active accounts in “good standing”
 - No unpaid fines or fees
 - No unpaid fines or fees for family group
 - Not currently banned from using public computers
- Must be 18 years-old
- Must provide proof of identity and current address
 - a valid PA Driver’s License, State ID Card, or Passport [photocopy made by staff]
 - current* utility, cell phone, bank statement, or other dated document with address.
 - **Address verification may be waived for patrons referred from partner agency.**
- One per family (or persons at same address) at one time

* Current is defined as within the last 40 days.

Borrowing Period and Cost

- One week (7 days, includes weekend days) = \$5
- Two weeks (14 days, includes weekend days) = \$10
- No renewals
- There is a 2-week waiting period from due date to check out again. This applies to family groups, too. [The Director may waive this rule on a case by case basis.]

Check Out and Check In Procedure

- Borrowers must fill out and sign an Agreement Form each time they borrow a device AND when they return a device.
- A staff member and the borrower will together verify that all parts are present and initial the check list.

Returning the Hotspot

- The device must be handed to a staff member at the Circulation Desk. **Do not put it on the counter.**
- You must sign the agreement form to verify the return of ALL PIECES.
- The hotspot may NOT be dropped in the book drop. There is a \$10 fine for doing this.

- If ANY PART is missing at return, the device CANNOT be checked in. NO EXCEPTIONS.

Reserves

- Hotspots may be reserved by calling the library or through the Online Catalog. No email reservations accepted.
- The library does not guarantee that a device will be available on any specific date.
- “No Show” policy:
 - If you reserved a hotspot, you will receive a confirmation telephone call **when the device is available for pickup.**
 - The device will be held for you, but the lending period begins as soon as the call notifying you is placed. No exceptions.
 - If you do not pick up the device within 2 full business days, you will receive a warning about the “No Show” policy.
 - If a patron is a “no show” for a second time, the patron may lose the privilege of borrowing a hotspot.

Overdue Policy for Hotspot

- \$10 per day, up to, but not exceeding the cost of replacement
- \$10 fine for return to book drop (even if returned on time)
- First overdue: a fine
- Second overdue: A fine and loss of privilege to check out a hotspot for 30 days
- If the device is not returned on time, the service will be shut off within 48 hours.
- **If the device and all its parts is not returned within 7 days of the due date, the device will be considered “lost” and the loss will be reported to the local law enforcement as a theft.**
- **The patron is responsible for verifying that the Due Date on the receipt and paperwork match the borrowing period requested and paid.**

Liability for Lost or Damaged Parts or Devices

- The borrower is fully responsible for the device while it is checked out to them. The borrower is also responsible for damage or loss by another party, including children, guests in their home, anyone who handles the device, and damage by pets.
- The borrower is also responsible for unintentional loss, damage, or “accidents.”
- **The replacement cost is \$140 (\$80 device replacement + \$30 T-Mobile service fee + \$15 carrying case + \$15 processing fee)**
 - If any component part of the device package is not returned, the borrower will be charged the replacement cost of the component or the cost of a new device.
 - Fines will accrue until payment for lost components is made.

- **If the device is not returned and/or the replacement fee not paid within 7 (seven) days of date due, the matter will be reported to the local law enforcement as a theft.**

Proper Care and Use

- The hotspot should not be left in a hot or cold vehicle.
- Do not allow the hotspot or the case to become wet.
- Do not remove the SIM card for any reason.
- 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 special software.
- Hotspot users are encouraged to follow safe Internet practices.

Illegal Activity on the Internet while borrowing a Library Hotspot

- It is illegal to download copyrighted movies or music unless you have paid for the item. How do you know?
 - Did you buy the movie from Amazon, iTunes, or a similar, reputable site? You are (probably) okay.
 - Did you use something like BitTorrent to download a movie or TV show that is still on the air? That's most likely illegal. Our Internet Service Provider will know and will notify us within a few hours. So – don't do it.
- Do not violate the law or encourage others to violate the law, for example:
 - transmitting offensive or harassing messages
 - offering for sale or use any illegal substance
- Do not use the Internet to cause harm to others or damage to their property: engaging in defamation (harming another's reputation by lies); impersonating another user; vandalism, including any attempt to harm or destroy data, software or hardware.
- Do not access the Internet to compromise the safety and security of minors when using email, chat rooms and other forms of direct electronic communications.

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 the Library's Internet policy and the law.

1. It is illegal to download copyrighted materials, including movies and music.
 - If you do not pay for a subscription like Amazon Music or Prime, Apple Music, or similar service, the download is likely to be illegal.
 - Livestreaming simulcasts and TV broadcasts are usually illegal UNLESS you have paid for the right on a legal site like HBO NOW or HULU.
 - Just because it is on YouTube does not mean it is legal.
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. 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.
 - Considered as a whole, it appeals to the prurient interest of minors as determined by contemporary local community standards.
 - It is patently offensive to contemporary local community standards of adults as to what is suitable for minors.
 - Considered as a whole, it lacks serious literary, artistic, political, educational, or scientific value for minors.