

**Lincoln County Public Library**  
**Internet to Go: Laptop & Mobile Hotspot Lending Policy**  
**Approved January 11, 2021; Revised April 11, 2024**

**Purpose**

In fulfilling the Library's mission to provide access to information and educational resources, Lincoln County Public Library lends mobile wireless hotspots and/or laptops to Library patrons.

**Laptop:** consists of device itself, as well as its charger and case

**Hotspot:** consists of mobile wireless device itself, as well as its charger and case

**Terms and Conditions**

The following terms and conditions are in addition to the standard Library policies (notably the *Equipment Loan Policy*) and other terms and conditions described below.

By borrowing and initiating use of the Library's laptop or hotspot, users must follow Library policies, hold the Library harmless from any claims, losses, damages, obligations, or liabilities, directly or indirectly, relating to the use.

Internet service relies on cell tower technology and coverage. It is limited to the continental United States. Users are responsible for any fees outside this area. The Library is not liable for personal information shared online, accessed websites, or any resulting expenses or damages. A hotspot can provide internet access for up to 10 devices.

The borrowing patron will be responsible for lost or damaged laptops, hotspots, and accessories (including theft thereof). Before borrowing, patrons should consider the current replacement costs of laptops, mobile hotspots, and accessories, as they will be responsible for paying the actual replacement cost if any of these items are damaged or lost. If the Library replaces lost or damaged items for free, patrons may face a \$5.00 daily charge (up to the full retail cost of the item) until the replacement is available for the next borrower.

**Requirements to receive a hotspot/laptop:**

- 18 years of age or older
- Lincoln county resident with LCPL card in good standing  
Good Standing means:
  - No fees/fines or overdue items
  - No history or a delinquent account (within the last 6 months)
  - No "Pest Policy" on file
- Only one per household & all household members must be in the same good-standing
- 3 months consecutive "positive borrowing history" for New & Established patrons within the most recent 6 months.  
Positive borrowing history means:
  - Minimum of one checkout per month (excluding renewals)
  - No more than 2 weeks overdue on any item, before a notice is sent.

**Borrower Procedure:**

- Patron must present their library card and state-issued ID
- Library staff will confirm, in the presence of the borrowing patron, that all items are in the laptop and/or hotspot kit.
- The patron must sign the Laptop & Hotspot Agreement (LCPL will keep this on file)

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- The loan period for the hotspot is 28 days.
  - No grace period
  - Up to 2 renewals, if no reserves.
- Returns must be to a library staff member for verification of **all** components or it will not be considered returned.
- Hotspots will be deactivated 1-hour before closing on the due date.
- Overdue hotspots will accrue at \$5.00 per day up to the replacement cost of \$200.

**Care & Use of Equipment:**

- Laptops and hotspots must be kept in a temperature-controlled environment (not left in vehicles or extreme temperatures).
- Parents/guardians are responsible for the use of the laptop and hotspot by minors.

**Hotspots and Laptops Reservations:**

- Patrons will be notified by phone only when their hold is ready for pick-up.
- Beginning from the initial contact, patrons have a 24-hour window, to collect the equipment.
- Hold periods may be extended, at the discretion of the Library, due to Library hours of operation.

**Reasons for permanent prevention of privileges:**

- Not retrieving a hotspot after three consecutive reserve notification occasions.
- Returning equipment through the drop-box (also charged a \$25 fee).
- Using the hotspot outside of the United States and/or incurring additional service fees.
- Deliberate altering of any files or modifying the configuration.
- Unlawful use of the internet or use that violates the Lincoln County Public Library policies is prohibited and may result in the loss of privileges.
- The Library prohibits the use of its devices for the display or downloading of pornographic or obscene materials.
- The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning materials.

**NOTICE**

When an item becomes overdue, borrowing privileges will be blocked until the item is returned. After 24 hours, unreturned equipment may be considered stolen or lost. Charges for full replacement value may be imposed on the account. Local police may be notified to initiate an investigation.

**Adopted by the Lincoln County Public Library Board of Trustees** \_\_\_\_\_, **20**\_\_\_\_\_  
Month Date Year

\_\_\_\_\_ **Board President** \_\_\_\_\_ **Date**