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**Mobile Hotspot Lending Policy**

**A. Guidelines to Borrow a Hotspot**

1. Patrons must be 18 years of age or older and have a valid MORE library card.
2. 2.The borrower must have a MORE library account in good standing and not owe any money to any MORE Library, exceeding $10.
3. The patron is responsible for costs associated with loss, theft, or damage of the electronic device and/or peripherals.
4. By checking out one of these devices, the patron is certifying that they do not have internet access in their home.
5. Hotspots must be returned inside the library, directly to a staff member.

**C. Lending Rules**

1. 7-day period with no renewals. Hotspot components and condition will be verified before being checked out by staff to patron.
2. Hotspots are available on a first-come, first-served basis. There is no waitlist.
3. If the Hotspot is not returned within 7 days of the due date, the library will shut down the connection, which will make the device unusable.
	1. Patrons will be responsible for a replacement fee for the device and all associated costs, including but not limited to a reactivation fee.
	2. No fines will be accessed for late returns, congruent with our Fine Free Policy. However, Hot Spots will be billed at 10 days overdue, at full replacement cost.

**E. Internet Use and Privacy**

1. Internet service relies on cell tower technology and coverage. Service outside the continental United States is prohibited; any fees associated with use outside of this area will be the responsibility of the borrower. User experience can vary based on location.
2. The Cadott Community Library is not responsible for information accessed using this device or for personal information shared over the internet. The library is not responsible for any liability, damages, or expense resulting from the use of the Hotspot. Hotspot users are encouraged to use safe internet practices.
3. Parents/guardians are responsible for the use of the Hotspot by minors.
4. Patron information is not tracked by the library or the service provider. The only data about the hotspot the library collects is the total amount of data transmitted and received by each device (not user) during a billing cycle and anonymous circulation data related to checkout of the devices.
5. These HotSpots provide filtered internet which blocks adult content but should allow for use of platforms like Social Media.

**F. Certification of Use**

1. Funding for these devices is supported by the Emergency Connectivity Fund Program which stipulates that patrons certify their lack of access.
2. The library is required to maintain records to show the usage of these devices for reporting and audit purposes, but will not include a patron’s personal information in those records.
3. By obtaining a device, you are confirming you do not have access to sufficient equipment or services to meet your needs.
4. The patron must fill out the ECF certification (example below) before a hotspot can be checked out.
5. ECF certifications will be retained by the library as long as deemed necessary by the Emergency Connectivity Fund Program, up to 10 years and in accordance with the Record Retention Policy.

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*ECF Certification*

The equipment and services funded by the federal Emergency Connectivity Fund (ECF) can only be provided to patrons who declare they do not have access to the equipment or services sufficient to access the internet. By initialing this statement, I declare neither I nor my children have access to such equipment or services.

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Initials Date

Policy adopted – September 19, 2022