

WI-FI HOTSPOT POLICY
Prairie-River Library District

Preface

The Prairie-River Library District is comprised of small-town libraries in Nez Perce, Idaho and Lewis counties and is a partner in the Valnet consortium, sharing resources and technology with libraries in north-central Idaho and south-east Washington. The mission of the Prairie-River Library District is to provide appropriate materials, resources, and staff to meet the informational, educational, and recreational needs of the patron. Toward that end, the staff of the Prairie-River Library District will endeavor to provide prompt, friendly service with courtesy and respect to all.

Purpose

In an effort to increase digital access for area residents, mobile Wi-Fi hotspots are available to borrow from the Prairie-River Library District branches in Craigmont, Culatesac, Kamiah, Kooskia, Lapwai, Nezperce, Peck and Winchester.

Hotspot Borrowing Guidelines

The hotspots allow up to 10 devices to connect at a time with unlimited data. Hotspots are portable and work within the Inland Cellular network area. Hotspots are available to any Prairie-River Library District account holder, 18 years or older, with an account in good standing (i.e. library record is not blocked due to unpaid fees or overdue items).

New card holders must establish a good borrowing record for 3 consecutive months with at least 3 checkouts and on time returns.

The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning materials.

Hotspot devices:

- a) One hotspot per branch
- b) Available on a first come, first serve basis
- c) May be checked out for 7 days, and;
- d) May not be renewed.

The borrower is responsible for the costs associated with damage or loss of the hotspot and all accessories due to neglect or abuse. The complete replacement cost for the device is the market value cost to replace the hotspot (\$200.00 as of January 2020). Individual accessory replacement fees are as follows:

- a) Case - \$15.00
- b) Wall Plug Charger - \$40.00
- c) Sim Card - \$25.00

Hotspots must be returned to the Prairie-River Library District branch where it was checked out during regular business hours. Hotspots may not be returned in book drops nor may they be returned to other Valnet libraries. If not returned when due, the hotspot will be turned off remotely, and internet access will not be available. Failure to return the device to the library by the due date may result in denial of future electronic device borrowing privileges. If devices are not returned in a timely manner, civil and criminal action may be taken. Three (3) late returns for any device checkout will result in being permanently banned from borrowing all devices.

Library Responsibility

The Prairie-River Library District is not responsible for:

- a) Any damage done to the borrower's personal equipment.
- b) Any information accessed or action taken by a user while using a hotspot. Hotspot users are encouraged to use safe internet practices. Using the hotspot to access any online content determined to be illegal or obscene according to federal, state, or municipal law will result in revocation of hotspot borrowing privileges and potentially criminal prosecution.

Procedure

Borrower must present library card and photo identification at the circulation desk.
Borrower will complete and sign a Hotspot User Agreement (see attached) each time a device is checked out.
The User Agreement will be kept on file at the loaning branch until the hotspot and all accessories are returned in satisfactory condition.

Adoption date: April 28, 2020

Revised: January 26, 2021

WI-FI HOTSPOT USER AGREEMENT
Prairie-River Library District

Please fill out the following fields:

First Name: _____

Last Name: _____

Library Card Number: _____

Street Address: _____

Email Address: _____

Phone: _____

Acknowledgement of Wi-Fi Hotspot Policy & Replacement Cost

I _____ (print full name), understand and I agree that I am responsible for full replacement cost if the device or any parts are lost, stolen, damaged, or otherwise not returned. If I fail to pay the replacement cost for a lost device, my borrowing privileges at the library will be suspended. If devices are not returned in a timely manner, civil and criminal action may be taken. Failure to return the device to the library by the due date may result in denial of future electronic device borrowing privileges

I understand devices must be returned to the circulation desk during open hours, and should never be returned in the book drop or to another Valnet library. The hotspot will be examined to ensure all parts are present and it has not been tampered with. If damage to the device is discovered by library staff, appropriate costs will be added to my account. If the device needs to be replaced, patron will be charged the full replacement cost (as of January 2020, that replacement cost is \$200.00 but this may be subject to change based on pricing from the Wi-Fi Hotspot vendor).

Due date: _____ Signature: _____ Date: _____

Recurring checkouts: To save time and paperwork a patron may review the above information for accuracy. If no changes are required sign and date below to renew acceptance of the Wi-fi Hotspot User Agreement.

Due Date	Signature	Date signed

Due Date	Signature	Date signed

Library Staff Only

- ___ Checked Library card and Photo Identification.
- ___ Reviewed policy, due date.
- ___ Checked that device included hotspot, wall charger, instructions, and case.