

Richland Public Library
HOTSPOT POLICY

1. In order to borrow a hotspot, patrons must be 18 or older and have an Richland Public Library account in good standing (no outstanding fees or overdue materials on account) and must have had the account for at least 180 days.
2. Hotspots will have a two week check out period with an option of renewing up to two times, if there are no holds on the hot spots.
3. Fines and lost fees will accrue on hot spots. The fine will be \$5 per day for each day the hot spot is not returned for a maximum of \$25. This maximum does not include any and all equipment replacement or repair costs, which are billed separately.
4. Only one hotspot per household may be checked out at a time.
5. If a hotspot is not returned by the due date, the library will deactivate the unit remotely and seek to recover it. The library will attempt to notify the cardholder via their primary phone number on the account.
6. The Hotspot Borrowing Agreement must be completed with each checkout, acknowledging financial responsibility for lost, stolen or damaged equipment.
7. Patrons will be held responsible for all applicable replacement costs and processing fees, for the hotspot and/or accessories if lost, stolen, or damaged while checked out. The library will not accept replacement hotspots or accessories purchased by the patron.
8. There is a \$10 cash or check refundable deposit to check out hotspots.

Approved November 2024