

## Checking Out:

- Only current Licking County Library (LCL) cardholders with less than \$10 in fees and with a current address on file may borrow a hotspot.
- New Cards cannot checkout hotspots until after the initial 90 day period is up.
- Restricted cards cannot checkout hotspots
- Borrowers under the age of sixteen (16) must have a parent/guardian present to check out a hotspot.
- Only one hotspot may be checked out per card.
- Hotspots can be reserved for a fee
  - 2 weeks \$10
  - 4 weeks \$20
- Prices and reservation periods are non-negotiable
- Hotspots use the Sprint Network. Licking County Library is not responsible for verifying network coverage.
- Hotspots are available to pickup at the Downtown Newark location

## Checking In:

Hotspots must be returned to a staff member and NOT placed in the inside or outside bookdrop.

- Library staff will:
  - Check in the hotspot.
  - Verify the hotspot is in undamaged, working condition.
  - Do a visual check to ensure the following items are returned in good condition:
    - Hotspot
    - Hotspot Case
    - Power cord
    - USB cord
- If any problems are encountered, the hotspot must be returned to the library as soon as possible so that the issue may be resolved.
- A returned hotspot will not be circulated again until library staff can ensure its functionality. If it is determined that the hotspot is damaged, appropriate fees will be added to the patron's account.

## Fees and Liabilities:

- The customer will be charged replacement fees for any items not returned in the hotspot kit or for items returned damaged.
- Do not leave the hotspot on any public service desk if a staff member is not present.
- If lost or damaged, the customer will be responsible for the full replacement cost of the hotspot and accessories.
  - Replacement costs for hotspots:
    - Hotspot (\$120)
    - Power cord (\$6)
    - USB cord (\$6)
    - Hotspot Case (\$15)
- LCL does not accept hotspots purchased by customers in lieu of payment.

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