

# WIFI HOTSPOT POLICY

1. Devices may be checked out by NMPL library card holders. The patron must be a card holder for at least 30 days to be eligible to check out the device.
2. The wireless device may be checked out for one week at a time.
3. The device cannot be renewed. After a patron has returned the device a 24-hour window must be honored before that patron can check out a device again. This provides other patrons with the opportunity to access the device.
4. As soon as a device that has been put on hold is available for a patron, that patron will be contacted via phone by the library, and the device will be held for the patron to pick up within 24 hours. This 24 hour time period counts in the week check-out allowed for hotspot devices. If the library cannot reach the patron, they will try 3 times during the 24 hour hold period to contact the patron. After 24 hours, if the device has not been retrieved, the hold will expire and the device placed on hold for the next patron.
5. The device has unlimited data, but the data will be turned off if the device is overdue.
6. The device replacement cost is \$75.00. This is a \$70 replacement fee plus a \$5.00 processing fee.
7. The late fee for the device is \$5.00 per day until it reaches fourteen days (when the replacement cost is met).
8. If there is a fee related to the device on the patron's library card, the patron will not be able to check out any materials until the fee is paid.
9. The device will not be considered returned until all cords, etc. are returned.
10. The patron's card must be in good standing (free of fines) before the patron may check out a wireless device.
11. The device must be returned inside the library. The device may not be left in the outside dropbox. If the device is left in the dropbox, a \$5.00 fine will be added to the patron's account. This is in addition to the \$75.00 replacement fee should the device be damaged.