

PIEDMONT PUBLIC LIBRARY

Mobile Wi-Fi Device Circulation Policy

Approved July 10, 2019

In order to promote access to online resources to community, Piedmont Public Library offers mobile Wi-Fi hotspots and data enabled tablets as part of its circulating collection. A mobile hotspot is a device that can be used anywhere to create a wireless network so Borrowers can connect any Wi-Fi enabled device to the internet. The data enabled tablets provide access to applications, programs, and streaming services that require Wi-Fi internet access. The Wi-Fi is created by cell phone data service to the hotspot or tablet. The devices are portable, so Borrowers can connect to Wi-Fi data anywhere with adequate T-Mobile coverage. Up to five electronic devices may be connected to one mobile hotspot at a time. Data service to the hotspot is not guaranteed in all areas and is dependent upon the T-Mobile data network. Data to the hotspot is unlimited, so there are no data usage limits.

Guidelines for borrowing Hotspots/Data enabled tablets (mobile devices)

- Borrower must be at least 18 years of age.
- Borrower must be a permanent resident of Oklahoma.
- Borrower must be a Piedmont Library customer with a history of Library use for at least 6 months.
- Borrower's account must be clear of fines, overdue or lost materials.
- Each household may check out only one (1) hotspot or tablet at a time.
- Mobile devices may be reserved and will be available in order of reservation.
- Mobile devices may be checked out for 7 days.
- Mobile devices may be renewed if there is no reservation waiting list.
- Each hotspot system includes: an Alcatel A-30 data enabled tablet, or a T-Mobile mobile hotspot, a micro-USB cord, an AC charger with USB port, an instruction manual, copies of the Library's check-out policy and Internet Access Policy, and a carrying case. The Borrower is responsible for returning all materials in good condition.

- The Library is not responsible for information accessed using this device, or for personal information that is shared over the Internet. Hotspot users are encouraged to follow safe Internet practices.
- Hotspots ***must*** be returned inside the Library at the Checkout Desk. Hotspots shall ***not*** be placed in the outside book drop.

Fines and Liabilities

- Borrower assumes full responsibility and fiscal liability for all costs associated with damage to the device or accessories during the period it is checked out, or for the replacement cost should items be lost or stolen.
- If a device (including all accessories) is not returned on or before the due date, a fine of \$2 per day will be assessed.
- Wireless service to the hotspot will be shut off if the hotspot or tablet is not returned on the due date.
- Hotspots or tablets not returned within seven (7) Library business days of the due date will be considered lost, and the borrower will be assessed the full replacement cost.

Charges for physical damage to or loss of a mobile hotspot device or accessories are as follows:

Data enabled tablet	\$70
Or	
Mobile hotspot	\$70
AC travel charger with USB port	\$10
Micro USB cable	\$10
Carrying case	\$20

Problems or Questions

Problems with or questions about the device should be reported to Library staff at (405) 373-9018