

iPads & Hotspots Lending Information

We now have hotspots and iPads that we can lend out, you will need to have your drivers license and your library must be in good standing (any fines and fees already paid. You must be 18 and this is for our patrons-only they cannot be loaned to Salina or Richfield patrons.

Device Lending Agreement

This agreement details the terms and conditions of borrowing Gunnison Civic Library circulating mobile hotspot devices and Ipads (hereafter referred to as “devices”). This policy is subject to change. The official copy is posted to the library’s website and can be viewed at Gunnisoncity.org, department Library.

Requirements for Use of Devices:

- Borrower must be eighteen (18) years of age or older.
- Borrower must present a current and valid Gunnison Civic Library card in good standing.
- Borrower must sign this Borrower Agreement.
- Borrower may not have any overdue items or fines

Borrower Responsibilities:

- The Borrower is financially responsible for loss, theft, or damage to the devices, up to the full replacement cost of the devices.
- The Borrower is responsible for returning the devices and accessories in the same order and condition as received. This includes NOT changing settings or otherwise altering the devices. If a device is lost, stolen, or damaged while on loan, the Borrower is responsible for reimbursing Gunnison Civic Library for repair or replacement costs up to the full cost of the devices, as determined by Library staff.
- The Borrower is responsible for keeping the devices secure at all times during the loan period.
- The Borrower is responsible for immediately informing a library staff member of any problems with the devices.
- The Borrower is responsible for any use, by minors, of the device while the device is in the Borrower’s possession.

- The Borrower is responsible for adhering to the Library's Internet Use Policy, Wireless Network Terms of Use, and this technological devices policy. All policies may be found on the library's website:
- Gunnisoncity.org click on department and choose library.

How to Borrow Devices from the Library:

- Approach the Circulation Desk with a valid Gunnison Civic Library card.
- Devices are available for use on a first come, first served basis OR in the order hold requests were received.
- Devices circulate for a period of 2 weeks. Renewals must be done in person with device in hand and only if there are no reserves on it. There is only 1 renewal allowed
- A maximum of one hotspot named in this policy may be checked out by a cardholder at any given time.

How to Return Borrowed Devices:

- Devices must not be left unattended at the Circulation Desk; they must be handed directly to a Circulation Desk staff member.
- Devices are considered lost if not returned within 24 hours of their due date; the Borrower will be billed for the replacement, if a device is returned damaged or with missing parts and any late fees
- Devices will be inspected after checkin and removed from the Borrower's account. The Borrower understands charges for lost or damaged devices may be applied up to 24 hours after returning the device to the library.
- The Borrower agrees to pay Gunnison Civic Library upon demand for the costs to repair or replace devices or their accessories. Substitutions are not authorized as a replacement for lost or damaged devices.

I agree to comply with all of the following conditions:

- I understand that this device utilizes a cellular network to create a wireless network and enable connected devices to access the internet.
- I will comply with all state and federal laws and the Gunnison Civic Library Internet Acceptable Use Policy (available on request). I will not violate any state or federate statute including those regarding obscenity, pornography and the delivery of any such material to minors. I will conduct myself in a legal and responsible manner.
- I understand and acknowledge that the Internet contains images and content that may be offensive or harmful to me or to others. I release the Gunnison Civic Library from all liabilities associated with the viewing of, use of, or exposure to any information, picture, graphical representation, or illustration I may encounter while using this device.

- I understand that all internet content accessed via the device while the device is in my possession is my responsibility.
- I understand that I am responsible to ensure legal and responsible use of the internet by any individual connected to the device while the device is in my possession. I understand that I am responsible for any internet use through the device by a minor or minors while the device is in my possession. I acknowledge that the activity of any minor(s) connected to the device is my sole responsibility.
- I am cautioned against giving device connection information to anyone else while I am using the device to minimize my risk. I will not hold Gunnison Civic Library responsible for data loss, breach of confidential information, or interception of any confidential information that may be the result of malicious activity by another internet user, website, or software.
- I will not create, store, or use any personal data on this device. I will not change any settings or otherwise alter the device.

I understand that if I lose or damage the device, replacement costs will apply up to 24 hours from the due date. I understand that the replacement cost will be as follows:

Contents of mobile hot spot kit and replacement costs:

- 1 case - \$12.00
- 1 mobile hot spot (1 SIM card, 1 battery) - \$40.00
- 1 micro USB AC charger - \$6.00
- 1 guide - \$1.00

Contents of Ipad:

- 1 case - \$15.00
- 1 ipad - \$330.00
- 1 charger - \$20.00
- Chromebook - \$117.00
- Case - \$13.00

I understand and accept that my failure to comply with this Gunnison Civic Library Borrower Agreement may result in suspension of my privileges at Gunnison Civic Library other appropriate legal action.

iPad Policy: Gunnison Civic Library Ipad Lending Policy

The Gunnison Civic Library has established an Ipad lending program to provide patrons in our community with a device to access internet. With this program, students can use the Internet for help with homework and projects, patrons can have home access to the library's digital

resources such as our databases, eBooks, streaming music and movies. Patrons will be able to take advantage of our Ipad lending program with a Gunnison Civic Library card.

The Library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device. Any use of the device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.

Ipads may be borrowed by Gunnison Civic Library card holders ages 18 and above with library cards in good standing (i.e. library card is not blocked due to unpaid fines or lost material). Checkout is limited to one per household at any given time. The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning electronic devices.

Ipads are available at the Circulation Desk on a first-come, first-served basis from the time the library opens until 1 hour before the library closes. They may not be reserved. In order to borrow an Ipad, the patron's library card and government-issued photo identification must be presented to the Circulation Desk. At the time of check-out, a patron must complete an Electronic Device Agreement. Once a hotspot is checked out to a patron, it becomes the responsibility of that patron per the Electronic Device Agreement.

Ipads may be borrowed for two weeks. They must be returned in person to the Circulation Desk, and never to another library or in the book drop. Devices returned in the book drop will result in a \$10 fine. If damage to the device is discovered by Library staff, these costs will be added to the patron's account. The overdue cost for the item is \$2.00 per day up to the full cost of the item. Any returned device must remain in the library for 24 hours before a patron, or another patron living in the same household, may check it out again. If a hotspot is not returned, the borrower will be charged a \$330.00 replacement cost. If devices are not returned in a timely manner, civil and criminal action will be taken. If the borrower fails to pay the replacement cost for a lost device, they will be banned from the library.

Three (3) late returns for any device checkout will result in being permanently banned from borrowing all devices.

Hotspot Lending Policy: Mobile Wireless Hotspot Lending Policy

Purpose:

In fulfilling the Library's mission to provide access to information and educational resources, Gunnison Civic Library lends mobile wireless hotspots to Library patrons through the "Wi-Fi To Go" service.

Terms and Conditions:

A "hotspot" consists of the mobile wireless hotspot device itself, as well as its charger and case. When a patron borrows a mobile hotspot, the patron's use of the equipment is available under the following terms and conditions. These terms and conditions are in addition to the standard Library policies (notably the Library's *Electronic Resources Policy*) and other terms and conditions described below for which the user is responsible.

In order to borrow a hotspot, patrons must be 18 years of age or older and have a Gunnison Civic Library card (in good standing). At the time of checkout, the borrowing patron must present his/her library card and state-issued ID. Upon checkout, Library staff will confirm, in the presence of the borrowing patron, that all items are present in the hotspot kit. The patron must sign the Library's Hotspot Agreement before a hotspot can be checked out. Only one hotspot may be borrowed on a patron's account at any one time. Inter-library loan is not permitted and the library will not send hot spots to other locations. The loan period for the hotspot is 14 days with no grace period and 1 renewal.

The Library will accept holds on the hotspot. Patrons will be notified by phone only when their hold is ready for pick-up. Patrons will have 48 hours from the time of this notification call to check out the hotspot, after such time it will be released to another patron. This hold period may be extended, at the discretion of the Library, due to Library hours of operation.

Overdue hotspots will be deactivated at closing on the day the hotspot is due. Overdue fines will accrue at \$2.00 per day up to the maximum replacement cost of the hotspot. Patrons are not permitted to return the hotspot to the Library's book drop. Rather, hotspots must be returned directly to a Library staff member, who will verify that all components of the hotspot are accounted for before checking it in from the borrowing patron's account. The hotspot will not be considered returned until all components of the hotspot are returned.

By borrowing and initiating use of the Library's hotspot, the user agrees to abide by the Library's policies and rules and agrees to hold the Library and its agents harmless from any and all claims, losses, damages, obligations, or liabilities, directly or indirectly, relating to the use of the Library's hotspot and internet access provided by the Library. Deliberate altering of any files or modifying the configuration of Library-owned equipment is strictly prohibited.

Internet service relies on cell tower technology and coverage. Service outside the continental United States is prohibited; any fees associated with use outside of this area will be the responsibility of the borrower. User experience can vary based on location. The Library is not

responsible for personal information shared over the internet or for information or websites accessed. The Library is not responsible for any liability, damages, or expense resulting from the use of the hotspot. A hotspot can provide internet access for up to 5 devices.

The borrowing patron will be responsible for lost or damaged hotspots and accessories (includes theft thereof). Patrons must be mindful of current replacement costs of mobile hotspots and accessories before borrowing, as he or she will be responsible for paying the actual replacement cost of a damaged or lost hotspot device or accessories. If the Library is able to replace the lost or damaged hotspot and/or accessories at no charge to the Library, patron will be charged \$.50 per day (up to the full retail cost of the item) until replacement device and/or accessories are placed into service for the next borrower.

Contents of mobile hot spot kit and replacement costs:

- 1 case - \$12.00
- 1 mobile hot spot (1 SIM card, 1 battery) - \$40.00
- 1 micro USB AC charger - \$6.00
- 1 guide - \$1.00

Hotspots must be kept in a temperature-controlled environment (not left in vehicles or in extreme temperatures).

Parents/guardians are responsible for the use of the Hotspot by minors.

Unlawful use of the internet or use that violates the Library's [*Electronic Resources Policy*](#) is prohibited and may result in the loss of privileges. The Library prohibits the use of its devices for the display or downloading of pornographic or obscene materials.

For assistance in the operation of the Library's Hotspots, borrowers may call the Library's Reference Desk during normal business hours.