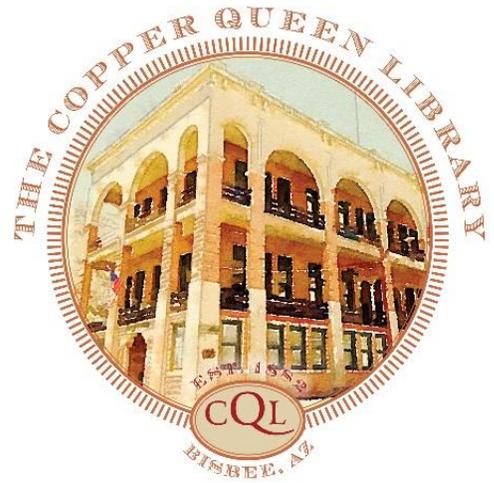


Copper Queen Library

6 Main Street | PO BOX 1857 | Bisbee, AZ 85603
520-432-4232 | www.copperqueenlibrary.com



WiFi HOTSPOT LENDING POLICY Overview

The Copper Queen Library has established a Wi-Fi hotspot lending program to provide patrons in our community with high-speed internet access. With this program, students can use the Internet for help with homework and projects, job seekers can search and apply for jobs, and patrons can have home access to the library's digital resources such as our databases, eBooks, eMagazines and eAudiobooks, as well as general access to the internet. Patrons will be able to take advantage of our Wi-Fi hotspot lending program with a Copper Queen Library card that is in good standing (i.e. library card is not blocked due to unpaid fines or lost material).

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.

This program is made possible through a grant from the Arizona State Library.

Circulation

To checkout a WiFi Hotspot, you must meet the following criteria:

1. You must be at least 18 years old. Parents/guardians are responsible for hotspots used by underage patrons.
2. You must have a valid email address and phone number.
3. You must not already have internet access at home
4. Your library account must be in good standing, with no outstanding library fines
5. All fines must be paid in full before you can place a hold on a hotspot.
6. The CQ Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning electronic devices.

Please review the following rules concerning checkout of a WiFi Hotspot:

1. Only one hotspot may be checked out/placed on hold per household.
2. Holds may be placed on Hotspots. You will receive an email notification when your device is ready to checkout.
3. Hotspots will be held for THREE (3) days. After THREE (3) days, the hold will be removed and the hotspot given to the next patron.
4. This policy must be read and signed before a hotspot is checked out.
5. Once a hotspot is checked out to a patron, it becomes the responsibility of that patron per this policy.
6. Hotspots may be borrowed for three weeks.
7. Hotspots may be renewed as long as no one else has requested it.
8. The overdue cost for the device is \$1 per day. Please note, devices will be deactivated if not returned by the due date.

Returns

1. Return your hotspot in person or in the library's return box located at the Post Office Entrance.
2. All the components of the hotspot kit must be returned at the same time. The hotspot will be considered late until all parts of the kit are returned.
3. If damage to the device is discovered by library staff, these costs will be added to the patron's account.
4. If the hotspot is not returned, the borrower will be charged a \$120 replacement cost for a lost device.
5. Not returning your hotspot on time may affect your participation in this program.
6. If components of the hotspot kit are lost or damaged, replacement fees will be as follows:
 1. Charging cable - \$10.00
 2. Plastic storage box - \$10.00
 3. Guide books -- \$10.00
 4. Sprint box - \$10.00

What's in the kit?

1. 1 Hotspot device
2. 1 Charging cable
3. 3 Guide booklets

I have read and understand the WiFi Hotspot Lending Policy. By signing this policy, I agree to comply with the rules and regulations outlined above.

Date _____

Phone _____

Signature _____

Email _____

Printed Name _____

Library Information

Copper Queen Library
6 Main Street / PO BOX 1857
Bisbee, AZ 85603

Phone: 520-432-4232
Fax: 520-432-7061

Website: copperqueenlibrary.com

HOURS: Mondays and Tuesdays, 12-7
Wednesdays - Fridays, 10-5
Saturdays, 10 - 2
Sundays, Closed