

Caroline County Public Library Wi-Fi Hotspot and Laptop User Agreement

Borrowing Eligibility

- Caroline County Public Library cardholders with active accounts in good standing.
 - No overdue items at any Eastern Shore Regional Library.
 - No outstanding charges at any Eastern Shore Regional Library.
- Borrower must be at least eighteen years old.
- Borrower must have their library card with them AND one additional form of photo ID.
- One hotspot and one laptop may be borrowed per household at a time.

Reserving a Hotspot or Laptop

- Hotspots and laptops are available on a first-come, first-served basis.
- If all the library's hotspots and laptops are checked out, they may be placed on hold through the library catalog, by calling us, or requesting one in person.
- Hotspots and laptops cannot be reserved for specific dates

Checking Out

- Hotspots and laptops are checked out for 1 week.
- Hotspots and laptops may be renewed, as long as there is no holds queue. Please call to see if this is possible.
- A User Agreement must be signed by the borrower and witnessed by a staff member, who will confirm the condition of the hotspot and/or laptop prior to borrowing.

Fines and Fees if Damaged or Not Returned

- Hotspots and laptops returned missing a piece or with damage will not be checked in.
- Overdue hotspots will stop working after 24 hours of becoming overdue.
- Replacement costs for the various parts of a hotspot are as follows:
 - Hotspot: \$150
 - USB Cord: \$20
 - Wall charger: \$20
 - Case: \$25
- Replacement costs for the various parts of a laptop are as follows:
 - Laptop: \$ 400
 - Mouse: \$ 25
 - Charger: \$25
 - Bookbag: \$50
- If you return a hotspot and/or laptop overdue, you cannot check out another hotspot for three months.

Care of the Equipment

- The hotspot and/or laptop must not be left in a hot, cold, or humid environment (vehicle, outdoors, etc.)
- The hotspot and/or laptop must not get wet.
- The hotspot's SIM card must not be removed.
- Once fully charged, the hotspot should not be plugged in. (This will damage the battery.)
- The laptop must not be disassembled.
- The hotspot and/or laptop should be returned fully charged.

Customer Responsibility

- The borrower of the hotspot and/or laptop assumes responsibility for the condition of that item while it is checked out to them. They are liable for any and all damaged or missing pieces, regardless of how the damage occurred.
- The borrower of the hotspot and/or laptop is responsible for monitoring the use of that hotspot by other parties
 - The Caroline County Public Library is not responsible for the content of the Internet or for any personal information shared while using the device.
 - As per the library’s Internet Use Policy, any restriction of a child’s access to the Internet is the responsibility of the child’s parent or legal guardian.
- The borrower of the hotspot and/or laptop must not use the device to engage in illegal activity or violations of the library’s Internet Use Policy. The borrower is liable for all damages resulting from such activity. This includes, but is not limited to:
 - Illegal file-sharing or other copyright infringement methods
 - Failure to comply with State and Federal obscenity laws
 - Uses involving unauthorized access to others’ devices
 - Offering any illegal substance for sale or use
 - Compromising the safety and security of minors

USER AGREEMENT:

By signing this document, I assume full responsibility for the condition and use of the hotspot while checked out on my library card. I promise not to use the hotspot and/or laptop in ways that would break the law or violate the library’s Internet Use Policy, and assume full liability for any damages caused to the hotspot and/or laptop, or others by my use thereof. I agree to return the hotspot and/or laptop on or before the date range specified above, and will abide by any penalties incurred by losing or damaging a hotspot and/or laptop, including their accessories.

Hotspot Number

Laptop Number

Customer’s Signature

Date Checked Out

Staff Initials

Date Returned

Staff Initials