



Wifi Hotspot Lending Policy

Approved by the Library Board February 23, 2017

The Norwalk Public Library System lends Wifi Hotspots with laptop, cables and case (complete kit) to adults with Norwalk Public Library cards in good standing. Hotspots are available at the Sidewalk desk on a **walk-in basis only**, and checkout is limited to one (1) per household. **The lending period is one (1) week, non-renewable.** Borrowers will be asked to provide additional ID along with their library card, e.g. driver's license, state photo ID, etc.

An overdue charge of \$10.00 per day will be charged for a Hotspot not returned on time, up to but not exceeding the full replacement cost of \$280.00. At three weeks overdue, the patron will automatically be charged the full replacement cost of the item.

The Hotspot kit must be returned in person at the Sidewalk desk between the hours of 9am – 5pm, Monday - Saturday. The device should never be returned in the book drop or to another library. Returning the device in the book drop will result in a \$10.00 fine **and losing the privilege of borrowing Hotspots.**

Upon return, the Hotspot and complete kit will be examined to ensure it has not been tampered with or damaged. Borrowers are advised to wait until the Hotspot is checked by a staff member at the Sidewalk desk. **The borrower is responsible for the full replacement cost of the Hotspot if the device or any parts are stolen, lost, altered, damaged, or otherwise not returned.**

You can complete this form and bring it with you when you are ready to pick up a Wifi Hotspot device.

**My signature below confirms I have read and agree to the conditions of this
Wifi Hotspot Lending Policy.**

Signature _____ Date _____

Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Office Use Only

Patron Barcode _____ Hotspot Barcode _____

Additional Identification Provided _____

Staff Initials _____ Date _____