

Wi-Fi Hotspot Policy

Purpose Statement

The Jefferson Public Library has established a Wi-Fi hotspot policy to ensure fair use of access to high-speed internet for all library patrons in the community.

Eligibility

Borrower must be 18 years of age and have a Bridges library card in good standing. The use of another individual's library card to borrow hotspots will not be permitted.

Borrower must read and sign a [Wi-Fi Hotspot Agreement Form](#).

At the discretion of the Library Director, any abuse of this policy can result in revocation of Wi-Fi hotspot use. Exceptions to any items below may or may not be granted at the discretion of the Library Director.

Availability

Holds for Hotspots will be placed on a first-come, first-served basis. Holds may be placed by phone, in person at the Library, or through a borrower's Café account.

A borrower who puts a hold on a hotspot will receive notification as soon as a hotspot is available. The hotspot must then be claimed on or before the date designated on the notice.

If a hotspot is not claimed, it will be offered to the next person on the hold list or, if no one else is waiting, returned to the circulating collection.

Hotspots must be picked up at and returned to Jefferson Public Library.

Loan Period

Hotspots can be checked out for one week and may not be renewed.

Returns

Hotspots must be returned inside Jefferson Public Library only. Borrowers will be responsible for damage to the item if it is returned via the outside library returns.

All components listed on the case of the hotspot must be present for the hotspot to be considered returned.

Cancellation

Holds may be cancelled or rescheduled by phone, in person, or through a borrower's Café account.

Late Fees

When the hotspot reaches one (1) day past due it will be deactivated, rendering the device unusable.

Overdue fines are \$1 per day. No grace period is applied.

Three (3) late returns of any hotspots checked out will result in the revocation of Wi-Fi hotspot use for six (6) months. After two (2) revocations, the borrower's ability to check out a hotspot will be suspended indefinitely.

Damaged or Lost Hotspot

Any attempts to alter, destroy, damage, deface, or interfere with the item or its functions will result in full replacement charges.

If a hotspot is not returned after fourteen (14) days from the original due date, the hotspot will be considered lost.

Once the item is considered lost, the borrower will be billed for the following:

- Full replacement cost of hotspot, components, and accessories
- Service charge

Refer to Wi-Fi Hotspot Agreement Form for pricing.

Notification Timeline for Lost Hotspot

	Days Overdue	Action
1 st Notification	Fourteen (14)	Billing statement mailed to borrower's address on file.
2 nd Notification	Twenty-eight (28)	Billing statement mailed to borrower's address on file.
3 rd Notification	Thirty-five (35)	Account sent to Police Department for collection.

A lost hotspot will remain on borrower's account until all components are returned.

Internet Use

The Jefferson Public Library is not responsible for information accessed or personal information shared while using this device. Hotspot users are encouraged to use safe internet practices. See Jefferson Public Library Internet Policy.

Privacy Policy

Your internet usage is not tracked by the Library. The Library does not have access to or collect specific usage data. The Library does not provide patron information to the service provider. The only data about the hotspot program that the Library collects is anonymous circulation data related to the checkout of the hotspot devices.

Liability

For and in consideration of hotspot use, any person or group using same hereby agrees to expressly assume the risks of borrowing from Jefferson Public Library with the full understanding of such potential risks and expressly waive, release, and discharge Jefferson Public Library, the City of Jefferson, WI, Jefferson County, Waukesha County, and Bridges Library System, and each of their respective officers, agents and employees (the "Releasees") from any and all claims, costs, expenses or liabilities (including those involving death, disability,

personal injury or property damage), arising out of or relating to, or any events incidental to borrowing a hotspot, including users other than the undersigned, whether caused, in whole or in part, by the sole or concurrent negligence (whether active or passive) or wrongdoing, strict liability or fault of the Releasees or other (“Claims”). The Library Hotspot Policy has been read, is hereby acknowledged, and will be complied with in full.

Jefferson Public Library Board
321 S. Main Street
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