

## Reference HotSpot Policy

1. Prior to borrowing the Reference HotSpot, all patrons must (a) have a library card in good standing, (b) be over 18, and (c) sign a form stating that they have received a copy of the policy and will abide by it.
2. Library staff is available to assist in explaining the operation of the HotSpot. However, by taking possession of it, the patron is certifying that he or she is capable of using that item in a safe and proper manner.
3. Only the patron is authorized to use the HotSpot. The patron shall not permit the use of items checked out to him or her by any other person.
4. The Reference HotSpot circulates for up to a 10 day lending period.
5. Each patron may reserve the HotSpot twice in a 6 month period. If a HotSpot is reserved for a 10 day period and not picked up, that counts as one reservation.
6. The HotSpot must be checked out from and returned to the Reference Desk.
7. The HotSpot is to be returned by 10AM on its due date.
8. There is a late fee of **\$5 per day** for every day the library is open until the HotSpot is returned. **There is no fee cap.**
9. The HotSpot must be returned in its case, with the cord, fully charged.
10. The library is not responsible for any manufacturing defects in quality of workmanship or materials inherent in the item.
11. If the HotSpot becomes unsafe or in a state of disrepair, the patron must immediately discontinue use and notify the library of the issue on return.

\_\_\_\_\_  
Date Due – by 10AM

\_\_\_\_\_  
I have received a copy of the Reference HotSpot policy and agree to abide by it.

\_\_\_\_\_  
Patron Name (Printed)

\_\_\_\_\_  
Library card number

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Date Due