

ESTHERVILLE PUBLIC LIBRARY HOT SPOT BORROWING AGREEMENT

Patron Eligibility:

- Patrons must be at least 18 years of age and have valid photo identification
- Patrons must have a library account in good standing
- Hot Spots are not eligible for Inter-Library Loan

Loan Period:

- A cardholder may check out one Hot Spot at a time.
- Hot Spots may be checked out for two weeks.
- These items are to be picked up and returned at the Children's Department circulation desk of the Estherville Public Library during open hours (none of these items are to be left in the drop box). (Discuss whether to allow drop box returns / whether patrons need to sign off on returned pieces / whether to take a deposit and/or credit card information.)
- There will be no renewals of these items. If you would like it for a longer period of time, return the item to the library and if there are no reserves staff will check it out to you again.

Patron Responsibility:

- I accept full financial responsibility for the items I have checked out and agree to pay all costs associated with the damage to, loss of, or theft of these items.
- I agree to inform library staff regarding any issues with items (broken pieces, dead batteries, cosmetic damage, lost items, etc.).
- I will not attempt to alter the structure or any of the equipment of the items I've checked out or any of the contents within the container.
- I will take responsibility for reading instructions (provided) and using the items properly.
- I will power down any applicable items when finished using them.
- I understand that I will be billed the full cost of the item(s) if they are overdue by three days.

The Estherville Public Library is not responsible for any ~~bodily or property damage caused by misuse of these items (for example, eye damage or blindness caused by looking at the sun through the telescope, etc.)~~ liability, damages, or expenses resulting from the use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of the device.

My signature below indicates that I have read the Borrowing Agreement and that I agree to abide by these conditions of use when checking out a Hot Spot from the Estherville Public Library.

I agree that failure to comply with any of these rules and guidelines may result in the loss of borrowing privileges.

Patron Name:

Patron Phone Number:

Patron Address:

I have received the instruction manual, if applicable (patron initial): _____

~~[As applies] I will provide a deposit of \$50 in cash or check to be held until check in of all materials, or will provide credit card information to be shredded upon check in of all materials.~~

Note that when items are 3 days past due, or if returned damaged or with pieces missing, you will be charged the full replacement price of those items. **Also note that internet connectivity will expire from the device at the end of your loan period.**

Patron Signature:

Date:

PAYGOV REQUIRED FIELDS (Or, leave a check for the replacement cost to be shredded upon return of the device and all related pieces):

Credit Card Number:

Expiration Date:

Security Code:

Cardholder Name:

Billing Address (including City, State, Zip):

Email:

Contents Checklist:

Item & Price	Check out (patron initial)	Check out (staff initial)	Check in (patron initial)	Check in (staff initial)
Hot spot & charger \$100				
Case \$22				

Staff Use Only:

Patron Library Card Number:

Photo ID Checked (initial): _____ (Circle type: Driver's License / Passport / Expired ID + Current Utility Bill)

Hot Spot Barcode Number:

Notes: