

**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.
- 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 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): _____

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: _____

Contents Checklist:

Item & Price	Check out (patron initial)	Check out (staff 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: