



## **East Cleveland Public Library Wireless Hotspot Circulation Policy**

The East Cleveland Public Library is pleased to offer wireless Hotspot devices for loan to library patrons. Library patrons who are 18 years of age and older must have a valid ID with an East Cleveland address, East Cleveland Public Library card and a signed "Wireless Hotspot Borrowing Agreement" on file assuming financial responsibility for lost or damaged equipment to check out a wireless hotspot.

Library patrons who are minors (under 18 years of age) must have a parent or legal guardian with a valid ID with an East Cleveland address, East Cleveland Public Library card (Child) and a signed "Wireless Hotspot Borrowing Agreement" on file assuming financial responsibility for lost or damaged equipment to check out a wireless hotspot.

Loan period:

- 14 days

\*Do not place wireless hotspots in outside book drops

Wireless hotspots are available for request by East Cleveland Public Library Card holders only. Limit one (1) wireless hotspot per person/household.

Wireless hotspots must be returned to the Technology Department located on second floor at the East Cleveland Public Library at 14101 Euclid Avenue and may not be returned to any other Cleveland Library Network location.

Patrons are responsible for any damage, loss, or theft of the wireless hotspot while it is checked out to them. Do not leave the wireless hotspot unattended while it is checked out to you.

Replacement costs are as follows:

- Lost or damaged complete wireless hotspot set = \$110.00

Price Breakdown

- ◆ Hot Spot Device= \$80.00
- ◆ Processing fee = \$10.00
- ◆ Travel case = \$20.00
- Lost or damaged charging outlet plug and USB= \$30.00



### Wireless Hotspot Borrowing Agreement

I agree that by checking out a wireless hotspot from the East Cleveland Public Library that I am assuming responsibility for any damage, loss or theft of the device while it is checked out to me. I will be responsible for the entire replacement cost of the wireless hotspot, the cables, outlet plug, and the travel case (\$100) as well as a packaging and processing fee (\$10) for a total of \$110.00. I acknowledge that my account is in good standing (no fines or overdue materials in excess of \$10.00). If fees are not paid, I understand that I will be barred from checking out any materials from the East Cleveland Public Library.

My signature below indicated that I have read and agree to the terms of the East Cleveland Public Library Wireless Hotspot Circulation Policy and the Wireless Hotspot Borrowing Agreement.

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Print name

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Phone

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Signature

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Date



### Wireless Hotspot Borrowing Agreement for Minors

I am the parent/legal guardian of (name of minor) \_\_\_\_\_. I hereby give (name of minor) \_\_\_\_\_ permission to borrow a wireless hotspot from The East Cleveland Public Library. I agree that by permitting (name of minor) \_\_\_\_\_ to check out a wireless hotspot from the East Cleveland Public Library that I am assuming responsibility for any damage, loss or theft of the device while it is checked out to (name of minor) \_\_\_\_\_. I will be responsible for the entire cost of the wireless hotspot, the cables, outlet plug, and the travel case (\$100) as well as a packaging and processing fee (\$10) for a total of \$110.00. I acknowledge that my account is in good standing (no fines or overdue materials in excess of \$10.00). If fees are not paid, I understand that I will be barred from checking out any materials from the East Cleveland Public Library.

My signature below indicates that I have read and agree to the terms of the East Cleveland Public Library Wireless Hotspot Circulation Policy and the Wireless Hotspot Borrowing Agreement for Minors.

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Print name of Parent/Legal Guardian

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Phone #

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Signature of Parent/Legal Guardian

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Date