

POL-LIB-2021-01	Issue No: 1.0	3/25/21
Prepared by: Margaret M. Neill	Page 1 of 2	Approved by: <i>Margaret M. Neill</i>
Hot Spot and Laptop Borrowing Policy		

PURPOSE:

Thomas Branigan Memorial Library’s mission is to have a positive impact on our diverse community by providing lifelong learning and literacy resources. The Library, as an institution that has historically provided patrons with access to a variety of information resources, believes that providing patrons with access to the internet, either through in-house computers and Wi-Fi or hotspot and laptop lending for home use, is an important part of its overall mission and specific goal to eliminate the digital divide in the community.

1. Hotspot and Laptop Lending:

- a. Patrons must have a library card in good standing (no fines, fees, or overdue items)
- b. Children ages 13 and under are not eligible for hotspot or laptop lending
- c. Parents of children ages 14 to 17 must give consent before a hotspot or laptop is loaned out and they are responsible for the cost of replacement if either is lost or damaged
- d. Only one hotspot and laptop per card is allowed

2. Loan period and renewals:

- a. Hotspots and laptops have a loan period of 21 days
- b. Hotspots and laptops can be renewed once

FINES AND FEES:

Patrons are responsible for items checked out on their cards and are expected to return items in a timely manner. The following charges are for damaged or missing items.

1. Hot Spots:

- a. \$50.00 for Mobile Hot Spot
- b. \$10.00 for Power Cord
- c. \$20.00 for Carrying Case
- d. \$80.00 for Entire Missing Hotspot Kit & Accessories

2. Laptops:

- a. \$500.00 for Laptop
- b. \$20.00 for Power Cord
- c. \$20.00 for Carrying Case and Strap
- d. \$540.00 for Entire Missing Laptop & Accessories

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PEER REVIEW – ISSUE 1.0	
Title: Library Administrator Margaret M. Neill	Title: Library Manager Brita Sauer
Title: Library Manager Steven Haydu	Title: Senior Library Assistant Kelly Miller
Title: Administrative Assistant Dan Carrillo	Title: Library Information Systems Technician Nancy Prince
Title: Senior Library Assistant Jeremy Closs	Title: Library Advisory Board, President Maryann Hendrickson
Title: Library Advisory Board Vice President Stephen Jones	Title: Library Advisory Board, Member Patricia Gallegos
Title: Library Advisory Board, Secretary Teresa Valenzuela	Title: Library Advisory Board, Member Jennifer Kreie
Title: Library Advisory Board, Member Jean Berlowitz	