

Clive Public Library Mobile Hotspot Policy

The Clive Public Library has purchased mobile hotspots as a public service for library patrons. Given the expense of the equipment, the library requires a library card for their use. To ensure that these mobile hotspots are available and functional for all cardholders, the Clive Public Library Board of Trustees have set forth the following guidelines for use:

- The library patron is responsible for any equipment borrowed for the Clive Public Library.
- The library patron warrants that the equipment was in good working order when borrowed and that the library patron will reimburse the Library if the equipment is damaged, lost, or stolen while checked out.
- The equipment CANNOT be returned in the book drop. Until the equipment is returned inside the library and checked in, it is the patron's responsibility.
- The mobile hotspots are available to Clive Public Library cardholders.
- Overdue fees are accrued on day 22 of the checkout date at a rate of \$2.00 per day.
- If the mobile hotspot has not been returned, the borrower will be charged the replacement fee plus the processing fee (\$120 + \$5 = \$125) of the mobile hotspot.
- One mobile hotspot per household address.

Reviewed and approved July 2017
Reviewed and approved March 2017

Equipment Loan Policy

The Clive Public Library has purchased equipment as a public service for library patrons. Given the expense of some of these items, the library requires a library card for their use. To ensure that the equipment is available and functional for all cardholders, the Clive Public Library Board of Trustees has set forth the following guidelines for checkout:

The City of Clive, Iowa, and the Clive Public Library are held harmless by the borrower for any damage, injury or loss.

The library reserves the right to deny access if a patron violates any part of the equipment policy, or otherwise misuses the equipment, as determined by library staff.

When reserving the equipment, scheduled library programs have priority, followed by patrons who have made a reservation ahead of time.

Out of library use of equipment:

- Patron is responsible for any equipment borrowed from the Clive Public Library.
- Neither the City of Clive nor the Clive Public Library are responsible for any computer viruses that may be transferred to, or from a user's disk or network account.
- If lost or stolen during the checkout period, the replacement cost will be charged to the patron.
- Full repair costs will be charged to the patron, if damaged, including but not limited to, those caused by food or drink.
- Equipment CANNOT be returned in the book drop. Until equipment is returned INSIDE the library and checked in, it is the patron's responsibility.
- Overdue fees are accrued at a rate of \$2.00 per day, per item after the due date.

In library use of equipment:

- Some equipment will need to stay in the library and can only be checked out for one two-hour increment, with the option of a renewal if there are no reserves.
- Some equipment will also need to be used in the study/community rooms due to potential noise issues.
- Equipment will need to be returned to the circulation desk at least 15 minutes before the library closes.
- Patrons are never to leave equipment unattended while it is checked out to them.

Reviewed & Approved 3/2018

Clive Public Library, 1900 NW 114th Street, Clive, Iowa 50325
515-453-2221 FAX 515-453-2246

