



Town of Esopus Library

128 Canal Street
P.O. Box 1167
Port Ewen, NY 12466
Phone: 845-338-5580 / Fax: 845-338-5583

Wi-Fi Hotspot Borrowing Agreement

Wi-Fi Hotspot # _____ Due Date: _____

The Esopus Library lends Wi-Fi hotspots to patrons:

- Ages 18 and older
- Who reside in the Town of Esopus
- Possess a current Esopus Library card in good standing

Checkout Procedures:

- Schedule an in-person appointment
- Present Esopus Library card (not government issued ID)
- Contact information is up to date
- Complete this borrowing agreement (either at home or at time of hotspot pickup)

Loan Parameters:

- Limited to one hotspot per household
- Lending period is 3 weeks
- Cannot be renewed
- Can be placed on hold

Patron Responsibilities:

- An overdue fee of \$5.00 per day will be charged for a hotspot that is not returned on time
- The patron is financially responsible for damage, loss, theft, or tampering and, if this should occur, will pay the library for the value of the item, which is \$84
- If any technical problems are encountered, the device should be returned immediately to the library

Return Procedures:

- Schedule a return appointment
- Device must be returned directly to a library staff member
- Do not return device in the book drop or to another library. Devices returned in the book drop will result in a \$25 fine
- Device will be put into 72 hours of quarantine before being checked in

- After quarantine, the device will be examined for evidence of tampering, damage or missing parts. Patron will be contacted, and charged if there are problems.
- Patron will pay immediately for damages.
- Device will be checked in once device is determined to be in its original working order (back dated to the date that it was actually returned).

The library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from the use of the device.

I understand and agree to these rules of use. By signing this agreement, I accept the above loan policy and agree that it is my responsibility to return this equipment to Esopus Library in good working condition and free from damage. I understand that I will pay the full replacement fee if the device is lost or damaged.

PLEASE FILL OUT THE FOLLOWING BOX:

CHECKOUT

PATRON	
Please fill out the following fields:	Library Card #: _____
First and Last Names: _____	Email: _____
Signature: _____	Date: _____ Phone: _____
ESOPUS STAFF	
<i>Check to indicate that all pieces of equipment are present at time of checkout.</i>	
Hotspot <input type="checkbox"/>	Instruction sheet <input type="checkbox"/> Micro USB charger <input type="checkbox"/> Battery <input type="checkbox"/> Sim card <input type="checkbox"/> Case <input type="checkbox"/> Staff initials: _____

CHECK-IN

ESOPUS STAFF	
Returned on: _____	Staff initials: _____
Examined by (after quarantine) :	Staff initials: _____
<i>Check to indicate that all pieces of equipment are present at time of check-in:</i>	
Hotspot <input type="checkbox"/>	Instruction sheet <input type="checkbox"/> Micro USB charger <input type="checkbox"/> Battery <input type="checkbox"/> Sim card <input type="checkbox"/> Case <input type="checkbox"/>