



Student Hotspot & Laptop Lending Policy

Effective Date: 08/26/2020

Purpose

The Library makes hotspots and laptops available to Brookfield students to assist in research, networking, recreational use, and document or presentation production needs. While the Library has existing pools of hotspots and laptops, this pool is exclusively reserved for students.

Usage

The following rules and regulations apply:

1. Equipment may be borrowed by resident / student library card holders ages 10 and up in good standing (i.e. users with fines of \$5.00 and over are blocked). Students must use their own Library cards. Upon first checkout before equipment is to leave the building:
 - a. Photo identification in addition to a library card will be required.
2. The loan period is seven days.
3. Equipment may only be renewed in person at the Library's Check Out Desk.
4. Equipment must be returned in person. Students are advised to wait until the equipment is checked in by a staff member on duty at the Check Out Desk.
5. Fines for unreturned equipment are \$15.00 per day, not counting days the library is closed. An "on-time" return is defined as equipment that is returned prior to closing on the seventh day of check out. Students who have on three separate occasions returned equipment late will lose borrowing privileges for a period of six months.
6. Parent(s) assume full responsibility for the cost of repair or replacement in the event the equipment is lost, stolen, or damaged. The Library's IT Department will assess technological issues and charge the user accordingly.



Student Hotspot & Laptop Lending Agreement

I have read and understand the Linda Sokol Francis Brookfield Library Student Hotspot & Laptop Lending Policy and agree to adhere to the terms and conditions contained therein.

Print Name (First & Last)

Library Card Number

Address

City

Zip

Telephone

Email Address

School

Parent Name

Student Signature

Parent Signature

Staff Signature

Date