



## MOBILE HOTSPOT USAGE POLICY

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### General Use

To promote equitable access to the Internet and online resources, the Library offers mobile hotspots as a part of its circulating collection. The collection is meant for temporary uses such as vacations, education, employment, special projects, etc. Mobile hotspots are not intended to provide patrons with a permanent solution to Internet access. A mobile hotspot is a device that can be used to create a wireless network so patrons can connect up to ten (10) Wi-Fi-enabled devices.

Mobile hotspot users are responsible for complying with the Library's "Computer & Internet Usage Policy" where applicable and are encouraged to follow safe Internet practices. Parents, guardians and caregivers are responsible for monitoring their child's Internet access via the mobile hotspot. Internet content filtering is not provided through the mobile hotspot. The Library is not responsible for information accessed using this device or for personal information that is shared over the Internet.

Mobile hotspots work in any area where T-Mobile has coverage. Service is only available within the continental United States and will not work internationally. If the device is outside the service area, the Library will bill the user for all roaming charges and any other associated fees. The Library does not guarantee that the mobile hotspot will provide a consistent Internet connection.

### Borrowing a Mobile Hotspot

- **To checkout a mobile hotspot, a patron must:**
  - Be a Novi resident, 18 years of age or older
  - Present a valid picture ID (i.e. current driver's license, Michigan State ID card or passport) and a valid Novi Public Library card registered under their name that is not blocked at the time of checkout.
  - Sign a "Mobile Hotspot Borrower Agreement" at time of checkout (the patron signing the borrower agreement must be the patron listed on the library card used to check out the mobile hotspot)
- **Borrowing Rules**
  - Mobile hotspots check out for seven (7) days. There are no renewals on hotspots.
  - Limit one (1) hotspot per library card.
  - Overdue mobile hotspots will be deactivated within 24 hours of the due date.

## **Charges and Liability**

- Failure to comply with any part of the "Mobile Hotspot Borrower Agreement" will result in the suspension of borrowing privileges and may result in the assessment of repair and/or replacement costs.
- Each mobile hotspot circulates in a case along with a micro-USB cord with USB port AC charger and an instruction sheet. The mobile hotspot should be kept in a temperature-controlled environment and not left in the patron's vehicle. The patron is responsible for costs associated with loss or damage of the mobile hotspot and/or the accompanying components, including the mobile hotspot unit, the micro-USB cord with USB port AC charger and the case.
- Mobile hotspots must be returned ONLY to a staff member at the Circulation Desk. Patrons will be charged a fee for any mobile hotspot returned to a manual or automated book drop (indoor or outdoor) or to another library and will also be responsible for any damage to the mobile hotspot if returned in a book drop.
- If mobile hotspots are repeatedly returned late, returned significantly later than the due date or returned in a book drop or at another library, a suspension of six (6) months for borrowing mobile hotspots may be issued to the patron.

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**Approved by the Novi Public Library Board of Trustees:** August 14, 2025

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