



HAMILTON COUNTY LIBRARY

CONNECTING · COMMUNITY · EDUCATION

MiFi Use and Circulation Policy

Mission Statement

Hamilton County Library delivers quality and equal educational opportunities, offered through services and resources, for the benefit of the community.

Use and Circulation

The Hamilton County Library has twenty-five (25) MiFi devices for patrons use and circulation. A patron must be in good standing to check out a device. Good standing is defined by no outstanding fines, fees, or lost items.

Patron must be the primary library card holder, or have permission on the library card, to check out a device. Only one MiFi per library card is allowed at a time.

MiFi devices will be loaned out for a one (1) week period. If there are no reserves pending at that time, the device may then be re-checked out for an additional one (1) week period. The patron must communicate on or before the due date to avoid overdue fines. After the device has been checked out for two weeks, it must be returned to the library for inventory and inspection. If there are no reserves, the device may be checked back out to the patron for another one (1) week period. An extended check out time may be considered when communicated and approved by the library director *BEFORE* check out.

The overdue fine will be \$5.00 per day for MiFi devices. All outstanding fines and fees must be paid before a patron can check out, or reserve, a MiFi. See additional fees for damaged or lost device and parts listed below.

After a MiFi device is fifteen (15) days overdue, the device will be shut off. Library staff will make no less than 2 attempts to contact the patron about the overdue status. When the device is thirty (30) days overdue, it will be turned over to the local law enforcement and county attorney, in order to secure the return of the device or receive the full replacement cost.

Library staff will explain how to turn on and perform basic functions on the MiFi device if requested. Each device will leave the library in the provided case along with a charging cord and wall outlet. Upon check in, a brief inspection will be made by library staff to ensure all items are returned in working condition.

If a patron should happen to damage the MiFi or accessories, they are expected to report the damage to library staff immediately. The patron should not attempt to make repairs.

Patrons agree:

1. To not make any changes to settings on the MiFi.
2. To not text on the MiFi.
3. To not disable the battery or SIM card on the MiFi.

The library has the right to access, store or use any information that is sent through, stored, or accessed by a MiFi device.

Twenty (20) of the MiFi devices were purchased with SPARK funds resulting from the COVID pandemic. Because of this, the following will be given additional consideration on priority of patron use, check out and check out period.

1. School/community/state wide mandatory virtual learning.
2. Required quarantine by the Health Department and/or USD 494.
3. Online school or work.

Fees for Damages/Loss of Item

1. MiFi Device: \$100.00
2. MiFi Case: \$10.00
3. MiFi Wall Charger: \$10.00
4. MiFi Charging Cord: \$10.00
5. Complete Replacement Cost: \$130.00

Violation

Violation of the policies and regulations that govern the use of the library's MiFi may result in the permanent loss of privilege to use them.