

Mobile Device and Hot Spot Circulation Policy

The James Kennedy Public Library has mobile devices, including eReaders, tablets, Launchpad tablets, laptops, and Hot Spots for public use. These devices may be checked out for use within the library or at home. The following rules apply:

1. Any patron aged eighteen (18) years or older, with a James Kennedy Public Library card that is at least 30 days old and in good standing (i.e. library record is not blocked due to unpaid fees or lost materials), may check out a device.
2. The loan period for these materials is two (2) weeks.
3. Reservations and renewals will be allowed per general library policies. Additional limits may be placed if demand or collection size warrants.
4. A maximum of three (3) Mobile Devices of the same type maybe be checked out at one time, with the exception that only one hot spot will be checked out to a family at one time.
5. Library staff will verify that the device is in good working order and content has not been added or deleted once it is returned but before it is checked in.
6. Devices should be returned to a **staff member** at the Main desk only. They should not be returned in a drop box but if they are, the patron will be held responsible for any damages to the items as a result of being returned in either the outside or the inside drop box.
7. The patron is responsible for the return of the items in good condition. In case of loss, theft, or damage, the patron will be charged full replacement cost of any or all damaged items including the device, USB cable or any other cables and adaptors, and the case. A \$5.00 processing fee may also be charged.
8. The James Kennedy Public Library assumes no responsibility for damage to the borrowers' computer or other equipment resulting from using one of the library's devices.
9. The Library reserves the right to refuse service to anyone who abuses equipment or is repeatedly late in returning devices or who places the devices in the book drop.

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