

**Beauregard Parish Library
Hotspot Checkout Agreement**

Patron Name: _____

Driver's License #: _____

Library Card #: _____

Staff Initials: _____

Barcode (Accession) #: _____

In this agreement, "we", "us", and "our" means the Library.
"You" and "your" means the patron / user of the Library. The
"property" is a Hotspot owned by the Library with the following
barcode (accession) number:

Terms: You will comply at all times with the Beauregard Parish Library's Hotspot Checkout Agreement, incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession effective immediately and the Library may repossess the property.

Title: Legal title to the property is in the Library and shall at all times remain in the Library. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement.

Loss Or Damage: **If the property is damaged, lost, stolen, or not returned you will be assessed fees and charges up to \$90.49 in addition to any applicable overdue fines.** Loss or theft of the property or damage due to fire must be reported to the Library by the next day after the occurrence to avoid overdue fines.

Repossession: If you do not fully comply with all terms of this Agreement, including but not limited to the timely return of the property, the Library shall be entitled to declare you in default and come to your place of residence, or other location of the property, to take possession of the property.

Term Of Agreement: Your right to use and possession of the property terminates no later than the last day of the checkout period, unless terminated earlier by the Library.

Appropriation: Failure to return the property in a timely manner and the continued use of it without the Library's consent may be considered unlawful appropriation of the Library's property.

Please Complete:

Patron's Signature

Date

Print Name

Contact Number

Hotspot Due Date: _____

Eligible For Next Checkout On: _____

Staff Use Only

Staff Initials: _____

Library Branch: _____

Barcode (Accession)# _____

(Note: If there is damage to the Hotspot or accessories or security sticker, please refer to the Damage Log.)

Complete inventory checklist on reverse side, patron must sign completed column before checkout & check-in.

Beauregard Parish Library Hotspot Checkout Agreement

Hotspot Circulation Summary

Hotspot Borrowers Must:

- Be 18 years or older.
- Have a valid government-issued picture ID with current address, and show this ID at checkout.
- Have a valid Beauregard Parish Library card or LSW card in good standing for at least 3 months with a successful checkout and return, and show this card at checkout.
- Agree to the terms of checkout by signing and initialing key points on the Hotspot Checkout Agreement.

Hotspot Checkout Agreement Review

Borrowers: Please read this entire document carefully and initial each of the lines below:

- Hotspots may not be used for any illegal purposes.
- Hotspots are checked out for a period of 7 days. The borrower is eligible to check out another Hotspot 7 days after the last Hotspot check-in.
- Hotspots can be checked in or out during open hours from 9:00 AM until 30 minutes before closing.
- Hotspots may not be renewed under any circumstance. If the Hotspot is not returned on time, an overdue fee of \$5 per day will be assessed to the borrower, and there will be a time limit until you can check out another Hotspot. If the property is not returned within 5 days of the due date, the device will be reported to law enforcement as stolen, and full replacement fees will be assessed to the borrower in addition to the overdue fees. If the property is later returned in good condition & in full working order, replacement fees may be waived, but overdue fees will still stand.
- Hotspots are available on a first-come, first-serve basis, they cannot be reserved or "held".
- Hotspot borrowers bear the responsibility for damage to the Hotspot and accessories due to neglect, abuse, loss, or physical damage.
- Each borrower and family may only check out 1 Hotspot at a time, this means 1 Hotspot per cardholder and per address.
- If a Hotspot is stolen, the borrower is responsible for any overdue fines accrued before the theft is reported to the Library and substantiated with a police report. The Beauregard Parish Library may contact the borrower for further information and / or to collect the replacement fee.
- Failure to adhere to any portion of the Hotspot Checkout Agreement will result in the patron's Hotspot checkout privileges being permanently revoked.

Hotspot Inventory Checklist

To be completed by staff & signed by borrower, if there is damage, please note it & contact IT.

Hotspot Barcode (Accession) #: _____

Inventory	Cost	Checkout	Check-In
Hotspot	\$79.99		
Hotspot case	\$10.50		
Hotspot manual & security tape	\$2.00		
Hotspot charger & USB cable	\$14.99		
Physical damage	\$25.00		
Hotspot powers on successfully	-		
Patron signature	-		
Staff initials	-		