STOKES BROWN PUBLIC LIBRARY

Serving all of Robertson County

405 White Street, Springfield, TN 37172

Hotspot Policy

General

- You must be **18 or older with your own library card and valid photo ID** to check out a hotspot. A library card must have been active for at least one month, have no outstanding fines, and have a Chromebook Borrowing Agreement on file before a Chromebook may be checked out.
- Failure to return hotspots will result in fines and loss of technology checkout privileges.
- The library reserves the right to remotely disable overdue devices.
- The borrower is responsible for the cost of repair or replacement of the hotspot and any associated equipment if lost, stolen, or damaged beyond normal wear and tear.
- If patrons experience problems with the hotspot they should ask library staff for assistance.
- Devices must be returned directly to staff at the Upstairs Reference Desk. Do not place them in book drops. The charge for placing a device in a book drop is $20 plus the cost of any damage to the device.
- Hotspots may not be used for unlawful activities or activities that violate the library's Computer and Internet Use Policy.
- Hotspots are not intended for use by minors. Content filtering is not provided through the hotspot program.

In Library Use

- The library maintains a hotspot for use in the library. It may be checked out by patrons aged 18 or older for use in the library when not being used for library services.
- Patrons must leave photo ID at the desk while using the hotspot.
- The patron who checked out the device will be financially responsible for any loss or damage to the device.
- The device is due 15 minutes before closing. It is eligible for fines and fees at the same rate as a take home hotspot.
- Leaving the hotspot unattended may result in suspension of technology borrowing privileges.

Checking Out For Home Use

- There are a limited number of hotspot devices for home use.
- A patron cannot be placed on the hold list multiple times or if they already have one

checked out. A patron cannot place a hold on a hotspot if someone else in their household already has a device or a hold.

- Devices may be checked out for one week. They may not be renewed.
- Take home hotspots are only available to Robertson County residents.
- Lost or stolen devices must be reported to the library immediately.
- The overdue fine is $3.00 per day until returned. Overdue fines accrue to a maximum of the replacement cost of the device.
- Devices may be deactivated beginning the day after their due date.
- A reactivation fee of $5 will be charged to your account if the device is deactivated.
- Multiple device deactivations (Chromebooks and/ or hotspots) will result in assessment of the applicable fines and a suspension of device borrowing privileges.
    - First occurrence: warning and applicable fees.
    - Second occurrence: two-month suspension of device borrowing privileges.
    - Third occurrence: one-year suspension of device borrowing privileges.

Board Approved 11/13/2026

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Stokes Brown Public Library Hotspot Borrowing Agreement

By signing below, I acknowledge that I have read and agree to comply with the Hotspot Policy of the Stokes Brown Public Library.

1. I will check out a hotspot using my own valid Stokes Brown Public Library card and photo identification. I understand that I must meet all eligibility requirements established by the library.
2. I understand that I am financially responsible for any loss of or damage to the device and its accessories that occurs while the device is checked out to me. This includes damage caused by misuse, neglect, food or drink spills, or failure to exercise reasonable care.
3. I will inspect the Hotspot at checkout and immediately report any existing damage or operational issues to library staff. Failure to report existing damage may result in my being held responsible for damage discovered upon return.
4. I will return the Hotspot and all issued accessories by the due date and time established by the library. I understand that overdue fines, deactivation fees, and other charges may apply in accordance with library policy.
5. I understand that overdue Hotspots may be remotely deactivated by the library.
6. I understand that Hotspots must be returned directly to library staff and may not be placed in a book drop. Devices returned in a book drop are subject to the fees and charges established by library policy.
7. I agree to comply with the library's Computer and Internet Use Policy and all other applicable library policies while using the Chromebook.
8. I will not allow children under the age of 18 use the device.

Current replacement costs:

Note: These costs are current as of November 2026 and are subject to change.

Hotspot unit	$115
Power Adapter	$10
Power Cord	$10
Case	$15
Total Replacement	**$150**

Borrower Name: _____

Library Card Number: _____

Borrower Signature: _____

Date: _____