

Belleville Public Library & Information Center

WiFi Hotspot Procedure

Eligibility and Loan Period

- Resident card holders ages 18 and older with library cards in good standing.
- Limit is 1 hotspot device per household at any given time.
- Borrowers must fill out and sign a user agreement form and show photo I.D. Credit card information/number is required.
- The lending period is 14 days and the hotspot cannot be automatically renewed.
- Hotspots cannot be reserved.
- A returned hotspot must remain in the library for 7 days before the same individual or a household member may check it out again.

Check-Out Procedure

- Confirm the following:
 - Patron must be at least 18 years of age
 - a Belleville resident
 - have a library card in good standing (no fines or outstanding items)
 - Family did not check out a hotspot in the past 7 days.
- Make a copy of the patron's credit card and Driver's license to attach to the signed contract. (These items must be current and cannot be expired.)
- Fill out the contract with the information required and initial in the Library Staff area.
- Have the patron sign and date contract.
- Check out the hotspot to the patron in Polaris and attach a due date sticker.
- File contract in the Mobile hotspot binder

Check-In Procedure

- Check in the hotspot in Polaris
- Retrieve contract from the Mobile hotspot binder
- Confirm that all pieces of equipment indicated on the Check-Out section of the contract have been returned and initial. Retain contract in the binder.
- The overdue fine is \$5.00 per day.
- Please see the Hotspot Policy for further details.