

## Hotspot Lending Policy

The Leicester Public Library offers the loan of a mobile wi-fi hotspot to patrons ages 18+, limited to one hotspot per household per loan period. Up to 10 devices can be connected to a hotspot at one time.

- Library cardholders in good standing may check out a hotspot for 14 days, with one automatic renewal.
- Holds cannot be placed on hotspots. Patrons can call the library and reserve a hotspot for same day pickup.
- Presentation of a library card or photo ID is required to check out the hotspot.
- The hotspot must be returned to the Leicester Public Library. Book drop returns are allowed. Hotspots will not be sent through delivery to another library.
- If overdue, the fine is \$2 per day, with a maximum fine of \$10. Overdue or damaged hotspots will be deactivated and full replacement cost (\$120) will be charged to the cardholder's account.
- The hotspot cannot be "claimed returned."
- Users agree to conform to and follow the Library's Internet Use Policy, and abide by Local, State and Federal Laws.
- Users understand that open, unsecured wireless network "hotspots" are freely and easily accessible and are unsecure. Users understand that the Service Provider, Library, and their officials and employees are not responsible for, and will not be held responsible for, any files, data, confidential or personal information accessed, transmitted, lost or damaged as a result of using the hotspot.

In order to promote and facilitate access of this service to all Leicester Library patrons, users must wait 24 hours before borrowing an additional hotspot.

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Directions:

### Connect your Wi-Fi device to the Mobile Hotspot

1. Power on the mobile hotspot (hold the power button for 3 seconds)
2. On your computer or other device, search for available Wi-Fi networks\* and select network name (SSID, ex. Library Hotspot #1).
3. Enter password: **Books1234**
4. Wait. It can take 2-3 minutes for the devices to sync and connect to the cellular network.

*This 4G hotspot runs on the Sprint network, so service depends on availability of network, your location, and your device's specifications.*

\*How to find available Wi-Fi networks:

- From a Windows PC: left-click Wireless Network Connection on the task bar to view available networks. Choose the SSID from the list of available networks.
- From a Mac computer: Select System Preferences -> Network -> Airport. Click Advanced to choose SSID from the list of available networks.
- From an iOS device: Settings -> Wi-Fi. Choose SSID from the list of available networks.
- From an Android device: Settings -> Wi-Fi settings. Choose the SSID from the list of available networks.