1. **INTRODUCTION:** The Berkshire Athenaeum strives to provide the Pittsfield community with the finest literary, informational and recreational resources. Supporting this vision, the Athenaeum offers patrons through its Technology Lending Program (TLP) a collection of devices that may be borrowed from the Children’s Library and the Reference Department.

2. **EQUIPMENT DESCRIPTION:** The Berkshire Athenaeum owns two mobile wifi hotspots for patrons to borrow through the library’s Technology Lending Program. The hotspots are JetPacks associated with a Verizon wireless account that works on the Verizon Cellular Network.

3. **BORROWING REQUIREMENTS:** Patrons borrow the hotspots from the Reference Desk, with the same requirements as other TLP devices; namely, a full service C/W MARS library card that is current and in good standing.

4. **BORROWING PROCESS:**
   4.1. Hotspots are available on a first come, first served basis; they may be reserved.
   4.2. Hotspots circulate for up to one week, from Wednesday to Tuesday; they are not eligible for renewal.
   4.3. Library staff will ensure that all accessories are lent with and returned with the device.
   4.4. The countdown for the patron’s loan starts when the staff member checks out the hotspot through the automated circulation system. The staff member will mark the “Due Back” date on the lending slip that accompanies each hotspot.
   4.5. The patron is liable for the device while it is checked out to them. Devices must be returned to the Reference Desk.

5. **OVERDUE AND UNRETURNED DEVICES:**
   5.1. The circulation system will assess fines on an overdue device once the loan period has elapsed.
   5.2. Patrons will be charged the full replacement cost for any hotspot or its accessory parts not returned. The patron will be charged for a device returned in a damaged condition, which may include repairable damage requiring cleaning, reapplication of property labels, and reinstallation of software. Patrons who routinely return devices with evidence of excessive wear or misuse may have their hotspot borrowing privileges suspended.
   5.3. Patrons who engage in unauthorized removal and/or failure to return TLP devices will be subject to disciplinary measures that may include indefinite banishment from the library.
5.4. The library will report failure to return hotspots to the Pittsfield Police Department as a property theft, with full patron identifying and contact information provided.

6. **STAFF RESPONSIBILITIES:**
   
   6.1. When not in use, hotspots are kept in the Reference Department office. To the extent practical, library staff will keep devices fully charged.
   
   6.2. To maximize fair access to the hotspots for all library patrons, library staff will limit repeat loans to the same individual and individuals within the same household.
   
   6.3. To optimize circulation of hotspots, patrons will be notified when their reserved hotspot is ready; and it will be held for three library days. If not checked out by the reserving patron, the hotspot will be made available to the next waiting patron.

7. **GENERAL CONSIDERATIONS:** At times the hotspots may be used to support library programming or outreach and therefore unavailable for patron borrowing.