



## Equipment Policy

- I. General Guidelines
  - A. Wilmington Public Library District cardholders may place holds on equipment through the circulation/catalog system. Loan rules for equipment vary. Please refer to each type for rule.
  - B. The circulation period for most equipment is 2 weeks. Renewals are not permitted.
  
- II. Type of Equipment- Equipment is checked out as a bagged kit and all pieces must be returned together. Certain equipment is available for circulation only to patrons who are valid cardholders of Wilmington Public Library District cards. Return of all equipment must occur during library business hours in person. In the event the library does not open due to an emergency closing, the borrower retains the equipment at no charge and must return the equipment when the library reopens. Equipment will be assessed at time of return and once accepted as being in good working condition the borrower is relieved of any liability. Library equipment may not be returned in the drop box or at another library for delivery through RAILS delivery. Any problems with equipment during checkout should be immediately reported to the library.
  - A. Mobile Hot Spot
    1. Mobile Hotspots may not be borrowed through Interlibrary Loan.
    2. Users may check out one mobile hotspot at one time.
    3. If any part of a mobile hotspot kit is lost, the user must pay the complete replacement cost of the item lost.
  - B. There are 19 Beacon Mobile Hotspots available to Wilmington Public Library Cardholders only.
    1. Hotspots are limited to one hotspot per family.
    2. Holds can be placed but no specific date can be guaranteed (see Rental Mobile Hotspot for guaranteed lending dates.)
    3. Check out period is for one week with no renewals.
    4. Overdue fines are \$2.00 per day.
    5. After 10 days late the hotspot will be “bricked” or service will be shut off and replacement of hotspot package will be billed to the patron. If the patron returns the equipment before a new replacement has been arranged, we will accept the return of the undamaged equipment, bill the patron the maximum overdue fine and collection fee if assessed, and a hotspot check out restriction of three months will be placed on the patron’s account. Prior to bricking, all efforts will be made to negotiate a return.
    6. Users must sign an agreement before checkout showing these terms have been explained to them.
    7. Hotspots are not to be returned in the book drop. Hot spots returned in the book drop are subject to a \$5.00 fine or the

replacement cost of the hotspot if it is damaged because of the deposit.

8. Sprint 4G LTE Service coverage is what we are able to offer. Service is subject to signal strength in the area you take the device.
9. Hotspots are not filtered.

C Rental Mobile Hotspot

We have 2 Rental Mobile Hotspots which are considered rental items because we will accept guaranteed reservations for this service. It will cost \$3.00 per day, which must be paid in advance. It will incur a \$5.00 per day overdue fine and after 10 days of being overdue the library may choose to “brick” or deactivate the service on the hotspot and bill the patron for the full replacement cost and reactivation fee. The current price of which will be on the rental agreement which the patron must sign prior to checkout (See Hotspot Agreement Form)

D. Nook E-Readers

1. Nooks are for Wilmington Public Library Cardholders only.
2. Nooks are limited to one nook per card holder.
3. Overdue fine for Nooks are \$2.00 per day.
4. Users must sign an agreement before check-out.
5. Nooks are not allowed to be returned in the book drop.  
Users who return Nooks in the book drop will be subject to a \$5.00 fine or cost of replacement if Nook is damaged because of the deposit.

E. Business Grant Equipment

Equipment received through the Illinois State Small Business Grant may not be borrowed through interlibrary loan. If available they may be borrowed by a patron from another library but said borrower must come into the library in person to check out the equipment and will be required to sign any usage agreements the library has established for said equipment.

F. Guitars

1. Guitars are currently available for participants of our guitar program only. Guitar checkout consists of a kit that contains a guitar, strap, case, and tuner. Cardholders are responsible for returning all parts of the guitar kit or pay the fees associated with any missing parts.
2. Guitars may be renewed as long as participant is still attending classes.
3. Overdue fines for guitars are .50 per day.
4. Guitars must be returned at the Circulation counter.
5. Guitars are limited to one guitar per cardholder.

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