WiFi Hotspot Borrowing Agreement and Use

Borrower Information: (please print)

Name: ___________________________ Department: ___________________________

IIT ID: ___________________________ IIT Status: ___________________________
(faculty or student)

I understand that I am responsible for the safe and timely return to the Galvin Library circulation desk of this borrowed WiFi HotSpot device. I acknowledge that I have read and understand the Rules of Use listed below. If damages or late fees are incurred I understand that I am responsible for all charges as applicable. I also understand that intentional vandalism will result in being charged up to the full replacement cost of the hotspot, plus a processing fee.

Borrower Signature: ___________________________ Date: __________

Rules of Use:

- WiFi devices are provided and maintained by the Office of Technology Services (OTS).
- **Problems with the device while you have it? Call, email or stop by the OTS Support Desk.**
- You are responsible for ensuring the device is not damaged, lost or stolen while it is charged to you. The replacement fee for the WiFi device is $50, so consider the penalties before borrowing from the library.
- If you change the setting to “roaming” any charges incurred will be charged to your IIT student account. That includes using another network or international service. Do not change settings.
- An overdue charge of $5.00 is assessed automatically when a WiFi device is overdue, and $5 for each continuing hour the device is late.
- **4 day check out period.** The WiFi device is intended for temporary use; not long-term borrowing. You can renew the device online through your library user account for one additional 4 day loan renewal period, but the device must be returned to the circulation desk before your allotted time has passed.
- Call the circulation desk 312.567.6847 to verify due date and time if needed.
- Advance reservations are not accepted. WiFi devices are lent on a first-come, first serve basis. Users may not borrow more than one device at a time.
- WiFi Hotspot devices must be returned no later than 30 minutes before the library closes.
- Users are required to adhere to IIT (http://www.iit.edu/ots/our_policies.shtml) and Galvin Library (http://library.iit.edu/about/policies/computing-access) computing policies.
- WiFi devices loaned by Galvin Library are for the use of IIT students and faculty.
- Use of the WiFi Hotspot device is a privilege that will be revoked if the service is abused.

For Staff Use Only

<table>
<thead>
<tr>
<th>Due Time</th>
<th>Items</th>
<th>Out</th>
<th>In</th>
</tr>
</thead>
<tbody>
<tr>
<td>WiFi #</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Power Cord</td>
<td>☐</td>
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<tr>
<td>Adaptor</td>
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</tbody>
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[☐] WiFi device has been renewed

New Due Time: ___________________________