

# 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](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

Due Time \_\_\_\_\_

WiFi device has been renewed

New Due Time \_\_\_\_\_

Items	Out	In
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WiFi # _____	<input type="checkbox"/>	<input type="checkbox"/>
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Power Cord	<input type="checkbox"/>	<input type="checkbox"/>
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Adaptor	<input type="checkbox"/>	<input type="checkbox"/>
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