

Internet Lending at the Library (MiFi Lending)

Introduction

The purpose of this service is to provide member public libraries the opportunity to lend the internet to their library patrons. Internet service is provided by cellular data to a MiFi unit/portable hotspot from Verizon Wireless or Nex-Tech Wireless.

NWKLS will act as a contact point with the wireless company, provide half the funding for the data and fees, provide support, policy, and initiate and pay for replacement MiFi devices.

Policy

- Circulation
 - 7-day check out per household
 - No renewals
 - Reserves on MiFi devices will be left to the discretion of the member public library
 - Age limit for checking out a MiFi device will be left to the discretion of the member public library
- Overdue MiFi devices
 - If a MiFi device is not returned on time:
 - The fine will be \$3.00 per day
 - The MiFi device will be deactivated
 - The member public library will revoke the patrons future use of the MiFi devices
- Replacement Fees (Lost/Broken/Stolen)
 - \$100 for the MiFi device
 - \$10 for the charger
 - \$10 for the container

Procedures

- Cataloging
 - NWKLS staff will catalog the MiFi device and do a branch item transfer to the member public library on delivery.
 - The MiFi device will be cataloged with all the pertinent information needed to deactivate and replace it.
- Processing
 - NWKLS staff will add barcodes, stickers, and all other identifying/informational tags on the MiFi device and container.
- Circulation
 - The member public library staff will circulate the MiFi device using the containers, bibliographic records provided, and the policy outlined above.
 - The member public library staff will check the equipment before circulating and after it is returned noting any defects, damage, or issues.
 - The member public library staff will be able to deactivate the MiFi device by contacting the wireless company.

- Damage or Replacement
 - The member public library staff will notify the NWKLS staff if a MiFi device is stolen, lost, or does not work, so that a replacement can be requested.
 - The replacement will be cataloged and processed like a new MiFi device.
- Contacts
 - Verizon contact to suspend a unit:
<https://sso.verizonenterprise.com/amserver/sso/login.go>
 - Nex-Tech contact to suspend a unit: <https://www.nex-techwireless.com/contact> email or call 877-621-2600