

Spencer County Public Library Job Discovery Kit Circulation Policy

The Library has laptops and mobile hotspots available for circulation outside of the building. Laptops circulate with a companion hotspot in a Job Discovery kit. The target audience is job searchers and adult students.

The Library's Job Discovery Kit consists of the following items:

- One laptop computer with a charging cord
- One mobile hotspot with case, charging block, and charging cord
- One wired mouse
- One USB drive (this will become patron property at the end of the checkout period)
- One QuickStart Guide
- One laptop travel case

Spencer County Public Library cardholders ages 19 and older, with a library account in good standing for a minimum of 90 days, are eligible to borrow a Job Discovery Kit. A library account in good standing is one not blocked due to unpaid fines, lost materials, or repeated late returns of electronic devices.

Patrons who borrow a Job Discovery Kit from the Library must sign an agreement to the following terms and conditions:

- Digital toolboxes and hotspots check out for four weeks and are limited to one per household.
- Patrons are required to go over the QuickStart guide with a library staff member before checking out the item.
- Patrons may download their personal data to the library-provided USB drive, which they can keep at the end of the lending period.

Overdue Job Discovery Kits will accrue daily fines of \$5.00 per day. The Library can disable and deactivate both the laptop and the hotspot remotely. When a kit is one day overdue, the laptop and the hotspot will be disabled. All data not stored on the USB will be lost. If a kit is over seven (7) days overdue, the cost of \$550.00 will be billed to their account. Laptops are loaded with theft recovery and tracking software. *The Library reserves the right to turn the overdue accounts over to the appropriate authorities if items are not returned promptly.*

Patrons who return the toolbox or hotspot in satisfactory condition will have the \$550.00 cost waived. Lost or damaged digital toolbox or hotspot components will be assessed and charged on an item-by-item basis.

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