HOTSPOT Check-in/Check Out Procedures

Check Out

Verify all pieces before checking in or out.

Full Kit:

1. **Patron MUST fill out a HotSpot Patron Agreement Form.** These forms are located in front of the HOTSPOT holder in the tech room. The form is also located on the shared drive in the HotSpot folder. **Staff members will need to inspect pieces/condition before initialing and recording the date of check out.**

2. After the HotSpot is checked out to the patron, the User Agreement Form is filed in the HotSpot holder located in the tech room.

AC Adapter, retractable cord and HotSpot will fit neatly in case, but adapter must be on opposite end from HotSpot. Case will resist closing if adapter head is opposite HotSpot.
Reference should answer all but very basic questions, to avoid tying up Circ stations.

Check In

1. When the HotSpot is returned, staff should check for all pieces and general condition of the HotSpot.

2. After inspecting the pieces and condition of the device, the staff should initial and record the date of check in on the User Agreement Form.

3. If the HotSpot reader is returned in the book drop, bill the patron’s account a $5.00 Fee and note this in the note field. This should be recorded on the HotSpot Agreement Form.

4. HotSpots should then be taken to the tech room, wiped down with a microfiber cloth, and placed on the hot spot hooks behind the circ counter until the next check-out.

5. Completed User Agreement Forms should be given to the Adult Services Manager.