Procedure for Rental HotSpot Checkout

Check-Out Procedure

1. Reservations are being accepted for the rental hotspot and will be recorded on the equipment calendar. Please note how long patron is expecting to check out the hotspot. The calendar will be located in the program book behind the monthly program calendar. Reservations will be taken by the reference staff. When recording a reservation, please give a buffer of 2 days to ensure that the HotSpot will be returned prior to the next reservation.

2. Checkouts for the hotspot will be referred to the managers or adult services staff. It is important that reservations and check-outs are noted on the calendar.

3. Managers or Adult Services Staff will give and go over with the patron a copy of the "Rental Hotspot Patron Agreement Form.” These forms will be located in the “Equipment Loan Agreement Forms” folder at the reference desk. They will also be located on the shared drive in the HotSpot folder.

4. Managers or Adult Services staff will explain use of equipment, confirm condition of equipment, and ensure that all parts are accounted for.

5. Patron will fill out the "Rental Hotspot Patron Agreement Form.”

6. Reference staff will initial the form and record the check-out date.

7. Checkouts are restricted to Wilmington Public Library District Card Holders only.

8. A "Rental Hotspot Patron Agreement Form” must be signed by the patron before equipment is checked out. The rental fee of $3 per day must also be collected at time of the checkout. Please use cash register code #12.

9. Completed "Rental Hotspot Patron Agreement Forms” should be filed in the “Equipment Loan Agreement Forms” folder at the reference desk.

Check-In Procedure

1. Equipment must be returned in person and checked in by a Manager or Adult Services Staff member.

2. Managers or Adult Services staff will pull "Rental Hotspot Patron Agreement Forms” from the folder located at the reference desk.

3. Managers or adult services staff will inspect returned equipment in the presence of the patron to confirm condition and ensure that all parts are accounted for. If components are missing, equipment will not be accepted. Equipment cannot be checked in until all parts are returned, or paid for if lost.

4. Once equipment has been inspected and verified, equipment can be checked in. Managers or Adult Services staff will initial the “Equipment Loan Agreement Form” and record the date of check-in.

5. Completed forms should be files in the Completed Equipment Loan Agreement folder at the ref desk.