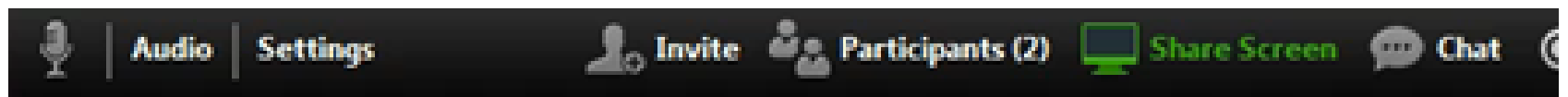




Welcome to Zoom!

See the bottom of your screen to select:

- “Settings” to test your audio or add a webcam,
- “Audio” if you need the number to call in,
- The mic icon to talk (you are muted),
- Chat to type a question.



MiFi Pilot Participants

January 2015

- New to the Project Page
- Best Practices
- Device Management
- Promotion/Survey/Statistics
- Project contacts

New to the project page

- <http://kslib.info/1107>
- **Documents and Quick Links** section
 - Reorganized for easier use
 - Best practices page
 - Meeting archive page added
- **Circulation policies**
 - Library retention of fines/fees collected has been noted
- **Device management**
 - Lost/stolen/damaged procedures clarified
- **Forms**
 - Lost/stolen/damaged options updated

MiFi Pilot 2 (Borrow the Internet @ your library)

Purpose

The goal of this pilot project is to expand the reach and benefits of library Internet access by allowing patrons to borrow portable WiFi Hotspot routers from their local library.

Circulation Policies

- o Device, Charger, [Informational Patron Card](#) and [User Evaluation Survey](#) (provided at each checkout)
- o Check out period- 7 days
- o Borrower must be 18+ years of age
- o Holds- Yes, if possible
- o Renewals- No
- o Overdue Fines- \$1/day (library retains) **NOTED**
- o Replacement Fee- \$50 for lost/stolen/broken devices (library retains) **NOTED**

Device Management

- o MEID (Mobile Equipment Identifier), MDN (Mobile Directory Number), SIM (Subscriber Identity Module) of each device to be noted somewhere to identify device [Click here to learn more about these identifiers.](#) **UPDATED**
- o Return of Device- Individual library to following existing policies
- o Lost/stolen/damaged devices- Device is considered lost/stolen after 7 days past Due Date and will be suspended. After 14 days in suspended status, the device should be deactivated. Notify SLK by completing form [here](#). MEID, MDN and SIM will need to be provided via the form.
- o Replacement device- Possibility for new device but no guarantee

Documents & Quick Links

Getting Started

[Memorandum of Understanding](#)

[Local Press Release](#)

[Informational Patron Card](#)

[Best Practices](#) **NEW**

Device Documentation

[JetPack MiFi device operation](#)

[JetPack MiFi device user guide](#)

[JetPack MiFi device FAQ](#)

Reporting

[User Evaluation Survey](#)

[Submit Monthly Statistics](#)

[Submit a Lost/Stolen/Found Device](#) **UPDATED**

Meetings

[Monthly Meeting Link](#)

[Meeting Archives](#) **NEW**

Contact Info

General Questions

Jeff Hixon

785-296-3154

jeff.hixon@library.ks.gov

Best Practices

- **New best practices**
 - Lend to patrons of *your library* only
 - When device is returned, verify the device label above is intact, unaltered, and matches your records.
- **Question:**
 - Are the \$1/day fines effectively deterring overdue devices? If not, what should we do?
- **Best practices established to date**
 - Now available from the project page: Getting Started Section

Best Practices To Date #1

- **Prior to check-out**
- For ease of use, place information on a label to bottom of device - similar to this:



- **At check-out**
- Verify that patron holds a card at your library. Out-of-district patrons with reciprocal borrowing privileges are not eligible, as library demographics were taken into account during the NYPL approval process.
- Always check out a charger and charging cord with the device.

Best Practices To Date #2

- **While checked out**
- Borrowers who experience any problems with the hotspot should return it immediately to the lending library. Borrowers should not attempt to repair the device.
- **At check-in**
- Verify the device's SIM card has not been changed or removed by checking the SIM number when it is returned to the library.
- Verify the device label is intact, unaltered, and matches your records.
- **General – Grant compliance**
- Please make your best possible effort to participate in the monthly calls. If you can't be available, try to arrange for an alternate, and be sure to provide the meeting link. Even if you are represented, reviewing the meeting archive is always recommended.

Device Management

- Lost/stolen/damaged procedures have been clarified.
- Using the lost/stolen/found device form:
 - 7 days after the due date, report the issue and request suspension
 - 21 days after the due date, request deactivation of the device
 - For found or recovered devices, request activation

Device Management: SIM Card Numbers

Only last 5 digits needed. Pictures not actual size!



Promotional Materials/Patron Survey/Monthly Statistics

- All of the participating libraries should have received their tabletop sign and takeaway cards. Please contact [Candace Leduc](#) if yours haven't arrived.
- Remember to report your monthly circulation stats here: <http://kslib.info/FormCenter/Online-Forms-4/MiFi-Library-Statistics-60>
- Remember to send patron evaluations (<http://kslib.info/DocumentCenter/View/3870>) to [Candace](#) either by scanning and emailing or through the mail/courier. **Please send evaluations at least monthly.**
- Please be sure to let [Jeff Hixon](#) know your start date and when you send your local press release out. Only thirteen libraries have reported their dates so far. Once all the projects have launched, Candace will send out a statewide press release.

Project contacts list

- Ideally there should be at least two contacts listed for each pilot location. We would like to include onsite IT staff if you have any. Please send contact updates to [Jeff](#).

Mifi Pilot - Library contacts by location

- Atchison Public Library
- Gary Landeck, Director glandeck@atchisonlibrary.org
- Duane Williams, Tech Coordinator
- dwilliams@atchisonlibrary.org
-
- Carbondale City Library
- Alice Smith, Director asmith@carbondalecitylibrary.org
-
- Clearwater Public Library
- Sue Koenig, Director
- cpldirector@sktc.net
-
- Coffeyville Public Library
- Katie Hill, Director
- kh@coffeyvillepl.org
-
- Effingham Public Library
- Amy Stanton, Director astanton@effinghamlibrary.net
-
- Goodland Public Library
- Karen Gillihan, Director kareng@goodlandlibrary.org
-
- Great Bend Public Library
- Harry Willems, Director
- hwillems@ckls.org
- Diane Bott, Circulation Department
- dbott@ckls.org
- Steve Thomas, Automation Department
- sthomas@ckls.org
- Maribeth Shafer, Technology Consultant
- mshafer@ckls.org
-
- Hamilton County Library (Syracuse)
- Joyce Armstrong, Director director@syracuselibrary.info
-
- Haysville Public Library
- Ken Bell ken@haysvillecommunitylibrary.org
- Chris Chad chris_chadd@yahoo.com
- Alex Trenkle alextrenkle@sbcglobal.net
-
- Independence Public Library
- Julie Hildebrand, Director julie.hildebrand@iplks.org
- John Long, Network Administrator john@iplks.org
-
- Jay Johnson Public Library (Quinter)
- DesiRae Churchwell, Director jjplquinter@gmail.com
-
- Jetmore City Library
- Jacque Sherrill, Director
- jetpl@jetpl.info
-
- Leavenworth Public Library
- Matt Nojonen, Director mnojonen@lvplks.org
-
- Lyndon Carnegie Library
- Sara Walker-Hitt, Director sarahwh@lyndonlibrary.org
-
- Mary Cotton Public Library (Sabetha)
- Kim Priest, Director kimpriest@sabethalibrary.org
-
- Meriden-Ozawkie Public Library
- Jerie Tichenor, Director jtichenor@meriden.lib.ks.us
-
- Silver Lake Public Library
- Cathy Newland, Director
- cnewland@silverlakelibrary.org
-
- Stanton County Public Library (Johnson)
- Denise Smith, Director director@stantoncountylib.info
-
- Wetmore Public Library
- Misty Ballenger, Director
- director@wetmorepubliclibrary.org
-
- ---
- State Library
- Jo Budler, State Librarian jo.budler@library.ks.gov
- Jeff Hixon, Director, Statewide Services
- jeff.hixon@library.ks.gov
- Candace LeDuc, Communications Coordinator
- candace.leduc@library.ks.gov
- Alan Pine, Library Services Technician
- alan.pine@library.ks.gov

Next Meeting

- **Friday, February 20, 2015 – 2:00 p.m.**
- Send comments, observations, agenda times to:

General Questions

Jeff Hixon

785-296-3154

jeff.hixon@library.ks.gov

Device Management

Alan Pine

785-296-2610

alan.pine@library.ks.gov

Promotional Materials/Patron Survey/Monthly Statistics

Candace LeDuc

785-291-3230

candace.leduc@library.ks.gov

- Thank you for joining us!