

# MiFi Pilot Participants

## March 2015

- New to the Project Page
- Best Practices
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# New to the project page

- <http://kslib.info/1107>
- **Circulation Policies** section
  - Local policies apply in efforts to recover lost/stolen/damaged devices

## 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.

Is this Internet access eligible for [E-rate discount](#)?

### 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)
- o Lost/stolen/damaged devices: [Follow local policies to retrieve.](#) Replacement Fee - \$50 (library retains)

### 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.](#)
- 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,

### Documents & Quick Links

#### Getting Started

- [Memorandum of Understanding](#)
- [Local Press Release](#)
- [Informational Patron Card](#)
- [Best Practices](#)

#### 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](#)

#### Meetings

- [Monthly Meeting Link](#)
- [Meeting Archives](#)

#### Contact Info

##### General Questions

Jeff Hixon  
785-296-3154  
[jeff.hixon@library.ks.gov](mailto:jeff.hixon@library.ks.gov)

# Best Practices 1

- **New best practices**
  - None
- **New Revised best practice**
  - Directed to policies on the project page concerning lost/stolen devices and recovery

# Device Management 1

- **Update on slow/inadequate connection speeds**
  - Latest information from Verizon support indicates that data plans under a government plan should not be throttled. However, we are getting contradictory diagnoses and advice.
  - More about the problem and steps to be taken will be added to the project page as we get reliable information.

# Device Management 2

- **Data usage reports from Verizon**
  - A few libraries' devices are not registering data used on Verizon servers or in Alan's reports.
  - Verizon has not seen this behavior before, it has been escalated to a team in Tier 3 support, and Verizon IT is involved. We will pass along updates as we receive them

# Promotional Materials/Patron Survey/Monthly Statistics

- Remember to report your monthly circulation stats here: <http://kslib.info/FormCenter/Online-Forms-4/MiFi-Library-Statistics-60>. **Three libraries have not reported February stats yet!**
- 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.**

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

# Next Meeting

- **Friday, April 17, 2015 – 2:00 p.m.**

- Send comments, observations, agenda times to:

General Questions

Jeff Hixon

785-296-3154

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Device Management

Alan Pine

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Promotional Materials/Patron Survey/Monthly Statistics

Candace LeDuc

785-291-3230

[candace.leduc@library.ks.gov](mailto:candace.leduc@library.ks.gov)

- Thank you for joining us!