



MiFi Pilot Participants

April 2015

This project is made possible by a grant from the U.S. Institute of Museum & Library Services.



Agenda



- **New to the Project Page**
- **Best Practices**
 - No additions or changes this month
- **Device Management**
- **Promotion/Survey/Statistics**
- **Project contacts**

New to the project page



- <http://kslib.info/1107>
 - Jetpack page error tipsheet
 - “Borrow the Internet” Checkout Form (Clearwater Public Library)

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

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](#)
- [JetPack Page Error Tipsheet](#)

Reporting

- [User Evaluation Survey](#)
- [Submit Monthly Statistics](#)
- [Submit a Lost/Stolen/Found Device](#)

[Borrow the Internet Checkout Form \(Clearwater\)](#)

Meetings

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

Best Practices



- **New best practices**
- None
- **Revised best practices**
- None

Device Management



- **Update on slow/inadequate connection speeds**
 - Tim Moses of Verizon Wireless is on the call
- **Update on Data usage reports from Verizon**

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>. *Seven* 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
- Duane Williams, Tech Coordinator
dwilliams@atchisonlibrary.org
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- [Carbondale City Library](#)
- Alice Smith, Director asmith@carbondaletcitylibrary.org
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- [Clearwater Public Library](#)
- Sue Koenig, Director
cpldirector@sktc.net
- Randy Johnson, Processing Librarian
cplcat@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
hwilliams@ckls.org
- Diane Bott, Circulation Department
dbott@ckls.org
- Steve Thomas, Automation Department
stthomas@ckls.org
- Maribeth Shafer, Technology Consultant
mshafer@ckls.org
-
- [Hamilton County Library \(Syracuse\)](#)
- Joyce Armstrong, Director director@syracuselibrary.info
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- [Haysville Public Library](#)
- Ken Bell ken@haysvillecommunitylibrary.org
- Chris Chad chris_chadd@yahoo.com
- Alex Trenkle alextrinkle@sbcglobal.net
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- [Independence Public Library](#)
- Julie Hildebrand, Director julie.hildebrand@iplks.org
- John Long, Network Administrator john@iplks.org
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- [Jay Johnson Public Library \(Quinter\)](#)
- DesiRae Churchwell, Director jjplquinter@gmail.com
-
- [Jetmore City Library](#)
- Jacque Sherrill, Director
jetpl@jetpl.info
- Charlene McGuire, SWKLS Technology Consultant
cmcguire@swkls.org
-
- [Leavenworth Public Library](#)
- Matt Nojonen, Director mnojonen@lvplks.org
- Fred Postlewait, Tech Support Manager
tsupport@lvplks.org
-
- [Lyndon Carnegie Library](#)
- Sara Walker-Hitt, Director sarahwh@lyndonlibrary.org
-
- [Mary Cotton Public Library \(Sabetha\)](#)
- Kim Priest, Director kimpriest@sabethalibrary.org
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- [Meriden-Ozawkie Public Library](#)
- Jerie Tichenor, Director jtichenor@meriden.lib.ks.us
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- [Silver Lake Public Library](#)
- Cathy Newland, Director
cnewland@silverlakelibrary.org
- [Stanton County Public Library \(Johnson\)](#)
- Denise Smith, Director director@stantoncountylib.info
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- [Wetmore Public Library](#)
- Misty Ballenger, Director
director@wetmorepubliclibrary.org
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- [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, May 15, 2015 – 2:00 p.m.

Send comments, observations, agenda times to:

General Questions

Jeff Hixon

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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

Thank you for joining us!