



PORTABLE DEVICES AND HOTSPOT LOAN POLICY

Adult patrons 18 years old or older may check portable devices and hotspots out from library.

Patrons must have a valid Highwood Library & Community Center library card in good standing to check out a device or hotspot. If a patron's card is blocked, or if they do not have their library card with them, they may not check out a device or hotspot. Alternatively, active participants in Highwood Library adult education classes may also check out a device or hotspot without a library card.

Devices will not be loaned to other libraries (no inter-library loan).

Hotspots have CIPA (Children's Internet Protection Act) filtering, filtering cannot be turned off.

LOAN PERIOD

- The hotspots have an initial 4-week loan period. They may be renewed for 2 additional 4-week periods if no other patron has placed a hold on the item. Patrons must renew or return the hotspot in person.
- Holds may be placed on a device via the library's catalog or by calling the library.
- Hotspots may be deactivated if not renewed or returned promptly.

PATRONS ARE INFORMED OF THE FOLLOWING GUIDELINES:

- Devices must be returned *to a staff member* at the circulation desk, only during regular business hours.
- Patrons cannot return devices to the outside or inside drop box.
- Patrons cannot return devices to other libraries.

LOST OR DAMAGED DEVICES

- Patrons will be responsible for replacement costs (minimum of \$50) for lost or damaged hotspots or devices.

Approved: November 24, 2025