

## XXV. Wireless Hotspot Lending Policy

The Forest Lodge Library (FLL) has two wireless hotspots available for lending.

This equipment has been provided by a grant from the federal Emergency Connectivity Fund (ECF). ECF-supported equipment and services can only be provided to library patrons who declare that they do not have access to the equipment or services sufficient to access the internet. Patrons wishing to borrow this equipment must initial a statement declaring that they do not have access to such equipment or services. The library is required to retain records showing the usage of ECF-funded devices for ten (10) years, but no personally identifiable information of borrowers will be included in those records.

Hotspots provided by ECF funding will include content filtering. The Forest Lodge Library has no control over the filter parameters and cannot guarantee that the filter will block all objectionable content on the internet. The library is not responsible for information accessed using this device or for personal information shared over the internet. Deliberately altering the filter or settings of Library-owned equipment is strictly prohibited.

Wireless hotspots are available to Forest Lodge Library cardholders who are 18 years of age or older and who have a card in good standing. Patrons are allowed to check out only one hotspot per household at a time. Hotspots are checked out for a 7-day period with no renewals available. Households returning a hotspot must wait at least 24 hours before checking out a hotspot again.

Hotspots may only be borrowed directly from the Forest Lodge Library and must be returned to the library during normal library hours. **Hotspots may not be returned in the bookdrop.** If a hotspot is not returned on time, the hotspot will be deactivated, and the patron may be charged a reactivation fee. If the hotspot or any of its accessories are lost or damaged, the borrowing patron will be charged the full replacement cost of the item.

Approved: 10/13/2022

Board President

  
Laurie St. Aubin-Whelihan

To be reviewed every two years.

Review dates: 11/2024

## Information to be included with the device

By borrowing this wireless hotspot from the Forest Lodge Library, you declare that your household does not have access to the equipment or services sufficient to access the internet. The first time you borrow a hotspot from the Forest Lodge Library, you will be asked to initial a statement verifying this.

Hotspot guidelines:

- Internet service with this wireless hotspot will depend on cell tower technology and coverage in your area. The Forest Lodge Library cannot guarantee that the hotspot will work well in your location.
- Due to the requirements of the ECF, this hotspot includes a content filter. The library has no control over the filter parameters. We cannot guarantee that the filter will block all objectionable content on the internet.
- Hotspots are loaned for seven (7) days. If a hotspot is not returned on time and in good condition, it will be deactivated by the library.
- Each household may check out only one hotspot at a time. Upon returning the hotspot, the household must wait at least 24 hours before checking out another hotspot.
- Hotspots must be returned to the library during normal library hours.
- **Do not place hotspots in the book drop.**
- Hotspots funded by the federal Emergency Connectivity Fund (ECF) include content filtering. The library cannot guarantee that the filter will block all objectionable content.
- **Do not attempt to alter or disable the filter or any other features of the device.**
- If you do not follow any of these guidelines, you may be charged as follows:
  - Fee for returning hotspot in the bookdrop: \$5
  - Reactivation fee: \$5
  - Replacement fees: Hotspot - \$100; Case - \$10; USB wall charger - \$10; USB-C Charging cable - \$15