

**OTTUMWA PUBLIC LIBRARY**  
**POLICY AND PROCEDURE**

Name of Policy: **Hotspot & Toniebox Lending Policy**

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1. In order to borrow a hotspot or a Tonieboxes, patrons must be 18 or older and have an OPL account in good standing (no outstanding fees or overdue materials on account) and must have had the account for at least 180 days.
2. Hotspots and Tonieboxes will have a one week check out period with an option of renewing up to two times, if there are no holds on the devices.
3. Patrons must provide both a physical OPL Library card AND a government issued ID in order to check out a hot spot or Tonieboxes.
4. Fines and lost fees will accrue on hot spots and Tonieboxes. The fine will be \$10/day for each day the hot spot is not returned for a maximum of \$40. This maximum does not include any and all equipment replacement or repair costs, which are billed separately.
5. Only one hotspot or Toniebox per household may be checked out at a time.
6. If a hotspot is not returned by the due date, the library will deactivate the unit remotely and seek to recover it. The library will attempt to notify the cardholder via their primary phone number on the account.
7. Patrons with overdue hotspots or Tonieboxes may be referred to a collection agency and/or the Ottumwa Police Department.
8. The **Hotspot/Toniebox Borrowing Agreement** must be completed with each checkout, acknowledging financial responsibility for lost, stolen or damaged equipment.
9. Patrons will be held responsible for all applicable replacement costs and processing fees, for the hotspot or Toniebox and/or accessories if lost, stolen, or damaged while checked out. The library will not accept replacement hotspots, Tonieboxes or accessories purchased by the patron.
10. There is a \$10 cash refundable deposit to check out hotspots and Tonieboxes. No credit cards for deposits.

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By: Ottumwa Public Library Board of Trustees