

Computer Use Policy

Policy Statement

The Library provides personal computing equipment and related software for customers to use.

Regulations

1. Computers are provided to all library customers regardless of age, gender, sexual orientation, race, ethnicity, disability, language proficiency, or social or economic status.
2. Public computer access is free to all customers with a valid MPL card. Customers who are residents of a BCCLS or ReBL community may also use the public computers. Customers will need to log into the computer with their library card number.
 - A. Adult Library cardholders are given an initial one (1) hour session per day for computer use. Additional time will be automatically granted in thirty (30) minute increments if no other customers are waiting up to a total of four (4) hours.
 - B. Users who do not have a BCCLS or ReBL library card are allowed one (1) sixty (60) minute session for computer use. Additional time may be available if no other customers are waiting.
 - C. A computer may be designated an express computer (as resources allow) that will offer twenty (20) minute internet sessions with no extensions.
3. Workstations are available on a first come, first served basis.
 - A. The computers in the Children's Room (at the Main Library) and Kid's Place (at the Bellevue Avenue Branch) are reserved for the use of children (with a valid MPL Library card) under the age of 18.
 - i. One (1) staff managed computer is available in the Children's Room (at the Main Library) for a parent or caregiver to utilize while their child(ren) are using the children-only computers.
 - B. The computers in the Young Adult Room are reserved for the use of students in grades 6 through 12. Staffing restrictions may limit the availability of these computers.
 - C. The computers on the second floor are reserved for customers over the age of 14.
4. The workstations must be used in a responsible manner, respecting the rights of others and taking care with the use of the equipment. Changing

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- workstation and/or Internet settings is prohibited. Unauthorized use of others' passwords or identity is prohibited.
5. Recognizing that graphic images on computer screens may be seen easily by passersby of all ages, the library has installed privacy screens on the public computers on the second floor.
 6. The workstations cannot be used for any fraudulent or unlawful purpose, including activities prohibited under any applicable federal, New Jersey or local laws.
 7. The library offers the capability to print from its computers. The library charges for the use of its printers. (See *Public Printing, Copying, Scanning, and Faxing Policy* [INF-7])
 8. Internet use is governed by the *Internet Access and Use Policy* (INF-4).

Chromebooks

1. The Library provides Chromebooks for Montclair Public School students for in library use.
2. Chromebooks check out for periods of three (3) hours and can be extended if no other customers are waiting.
3. A Library Card must be presented to check out a Chromebook.

Approved: 15 July 2019
Montclair Public Library Board of Trustees