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 need to log into the computer with their library card number.
   a. Adult Library cardholders may be granted up to a total of four (4) hours of computer use per day.
   b. Users who do not have a MPL library card are allowed one (1) sixty (60) minute session for computer use with a guest pass.
   c. A computer may be designated an express computer (as resources allow).

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. Adult individuals for whom this space is developmentally appropriate will be accommodated.
      i. One (1) staff managed computer is available in the Children’s Room (at the Main Library) for a parent of 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
workstation and/or internet settings is prohibited. Unauthorized use of others' passwords or identity is prohibited.

5. Recognizing that graphic images on computer screen may be seen easily by passerby of all ages, the Library reserves the right to direct patrons to public computer stations with privacy screens only.

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 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 Bellevue Avenue Branch Kid’s Place for in library use.

2. Chromebooks check out for periods of one (1) hour and can be extended if no other customers are waiting.

3. A Library card must be presented to check out a Chromebook.

Approved July 15, 2019
Revised May 20, 2024
Montclair Public Library Board of Trustees