

## COMPUTER USE

The Library is not responsible for loss of time, work or property due to equipment malfunctions.

With the exception of those requiring special assistance, only one person may be seated at a Library PC. If you require such assistance, please see a staff member for accommodation.

Please enjoy any food and/or beverages in the Library's Café area. All beverages in the vicinity of Library's PCs must remain closed.

Unacceptable use of the Library's PCs include, but are not limited to: harassment of other library patrons, computer users or staff; unauthorized access to files, data, passwords or accounts of others; libeling, harassing, or slandering other users; fraud; solicitation of minors; hacking and/or spamming; connecting personal equipment to the Library's network; attempting to violate computer system security or software license agreements; installing or operating any unauthorized software on any library equipment.

Users of the Library's PCs may not send, receive (by e-mail, chat rooms or other means), print or display any child pornography whether text or graphics, that are legally defined under Federal Law Title 18, Chapter 110, Section 2256 (<http://www4.law.cornell.edu/uscode/18/2256.html>) or New Jersey Statute 2C:24-4 (<http://www.judiciary.state.nj.us/legis/2001c291.pdf>). Actions that violate local state or federal law may result in prosecution by the appropriate authority.

You are advised to obey the Copyright Law. Illegal copies of software should not be made using library computers.

- Attempts to bypass these regulations or unacceptable use of the library PCs may result in the suspension of computer privileges.

## INTERNET POLICY

The Montclair Free Public Library seeks to enrich the social and intellectual life of our community and to provide access to information, knowledge and technology for all our citizens. To further its purpose and mission, the Library is pleased to offer Internet access to Montclair Library card holders, making a rich global resource for information and current thought.

The Montclair Public Library supports the American Library Association Library Bill of Rights, under which all library users are provided equal access to resources. The document "Access to Electronic Information Resources and Networks: An Interpretation of the Library Bill of Rights" contains guidelines that extend this tradition to the new world of electronic information.

Since the Internet is an unregulated medium, it enables access to some materials that may be offensive, disturbing and/or illegal, as well as materials that are personally, professionally, and culturally enriching to individuals of all ages. Although the library will make every effort to guide users to sources on the Internet which enhances the library's collection, it is not possible to apply the same selection criteria which are used for other materials.

The Montclair Public Library does not monitor and has no control over the information provided or accessed through the Internet and cannot be held responsible for its content. Individual users must accept responsibility for determining content. As with other library materials, parents or legal guardians, not library staff, are responsible for the information selected or used by their children. While the Library's staff is available to help parents identify appropriate Internet resources for their children, the Library does not restrict access to any material.

(Adopted at the regular Board of Trustee meeting, September 30, 1996)

## INTERNET REGULATIONS

- Children under twelve years old are not allowed to use the Adult Internet computers, or stay in areas where Adult Internet computers are located.
- Children must use the computers in the Children's Area on the 3rd Floor. Patrons must be in the library to sign up for computers in the Children's Area. Valid MPL library cards are required for use of these computers, and patrons may sign up ONLY at the Reservation station in the Children Area.

Adults are not allowed on any computer in this area, with the exception of one Family Computer reserved for parents and caregivers with children who want to use the internet. Please contact the Librarian if you want access to this computer. As stated in the Internet Policy, the Montclair Free Public Library cannot monitor children's use of the Internet. Please remain with your children if you are concerned about what they may see on the Internet.

- Adult and Young Adult patrons must have a valid MPL library card to sign up for the Internet computers by using the PC Reservation Station in the YA area, First, and Second Floors. If all computers are in use, you will be given the next available computer.
- Except for Children, patrons are given 60 minutes per session. Adults may sign up for the Internet for 1 hour per session. PATRONS ARE ALLOWED TWO SESSIONS PER DAY. That may be two Internet sessions, two Computer Lab sessions, or one of each. You may sign up for 30 minutes per Internet session. If time runs out and no one is waiting, you are allowed to continue until someone requests time on the computer. There is however, a maximum time limit of 15 extra minutes.
- Attempts to bypass these regulations or unacceptable use of the library PCs may result in the suspension of computer privileges.

## COMPUTER LAB REGULATIONS

The library provides the following programs in the Lab: Microsoft Office 2003-- Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, Microsoft Publisher and Corel Office 2002-- Corel WordPerfect 2002, Corel Quattro 2002, Corel Presentations 2002.

**NO ACCESS TO THE INTERNET IS ALLOWED IN THE LAB.** Patrons must be in the library to sign up for computers in the Lab. Valid MPL library cards are required for use of these computers, and patrons may sign up at a Reservation station on either the First or Second Floor

You may sign up for two hours per session. The time extension in the Computer Lab unlimited, as long as no one is waiting for a computer. If time runs out and other computers are not in use, you may continue until such time that all the computers are in use. With the next request from another patron, the time extension stops.

You may download files to their own floppy disks or flash drives but you are not allowed to download files to the hard drive. Please be advised that they may use these devices at their own risk. Many of the PC's were purchased before flash drive technology was (widely) available, and as such, are not configured to support them. While the machine may have a USB port, it is not necessarily of the high-speed variety preferred by most flash drives.

Support is provided by the Technology Staff ONLY when the problem is related to hardware. The staff does not provide support for software related problems.

- Attempts to bypass these regulations or unacceptable use of the library PCs may result in the suspension of computer privileges.