

Montclair Public Library  
Public Computer Use Policy  
Effective April 2018

The Montclair Public Library provides public computers for on-site access to the Internet, as well as Wi-Fi for those patrons wishing to use their own devices.

**Montclair Public Library is not responsible for any misconduct, harm, or damage that may occur from the use of the Internet. By accessing the Internet at the Library, the user is agreeing to abide by all library policies and regulations.**

There is no charge to use Library computers. A per-page fee is charged for printing.

### **Adults**

Montclair residents must use their active library card to access the Internet on the Library's Patron Computers. Computers are available on a first-come, first-served basis during the Library's regular hours until 15 minutes before the Library closes. If all computers are in use, you will be given the next available computer. Residents with a Montclair Library card are allowed an initial session time of one hour with two possible 30-minute extensions (another hour) if there is no wait. The extensions will be deducted from the total time allotted for the day.

Guests are permitted 30 minutes per day on Guest Computers with two possible extensions of 15 minutes if there is no wait.

### **Children**

Children are not allowed in areas where adult computers are located; they must use the computers in the Children's Area on the 3rd Floor. Valid MPL juvenile library cards are required for use of these computers. Residents with juvenile status are allowed a total of 2 hours per day. The initial session time is one hour with possible extensions in 30-minute increments if there is no wait.

Guests are permitted 30 minutes per day with two possible extensions of 15 minutes if there is no wait.

MPL 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.

Adults are only allowed to use the 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.

### **Fines/Blocks**

Library cardholders will be blocked from use of Patron Computers if they have more than \$10 in fines/fees on their card or if their card is blocked.

### **Code of Conduct**

MPL reserves the right to terminate sessions and/or suspend privileges for inappropriate or unacceptable use. Inappropriate and/or unacceptable use may include but is not limited to:

- Hacking or spamming
- Violating copyright or software licenses
- Harassment of others
- Commercial use
- Connecting personal equipment to network

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.

Food can only be eaten in the Library's Café area. All beverages in the vicinity of Library's PCs must remain closed.

Failure to comply with these policies may result in the suspension of computer and/or library privileges. Individuals who become argumentative or refuse to log-off when asked to do so by Library Staff will have their library privileges suspended and be asked to leave the premises.