

Patron Technology Policy

The Millbrook Library provides computers, printers, copiers, and Internet access to fulfill its mission of providing public access to information in a wide variety of formats. Internet access must be used in a responsible and ethical manner. The Library reserves the right to limit public computer sessions and create procedures for the fair use of Library computers, Internet and WiFi access. To use a Library computer, a valid Mid-Hudson Library card must be presented or a visitor's pass must be obtained from Library Staff. Library Staff reserves the right to request identification from any person requesting a visitor's pass. User sessions will not begin in the last quarter-hour before closing.

- Users are not permitted to alter computer hardware or software in any way. Likewise, users may not alter or disrupt access to the Internet or WiFi service.
- The Library is not responsible for damage or loss of personal electronic equipment. It is required that patrons keep their electronic equipment with them at all times.
- The library is not responsible for damage or loss of information while using the library's public computers. Information saved on library computers will be automatically erased at the end of the user's session. It is recommended that patrons save their work on a flash drive or by other means. Erased information cannot be retrieved at the end of the user's computer session.
- The Library's computer equipment, network, Internet and WiFi access are to be used only for lawful purposes. Users must respect all copyright issues, including but not limited to those regarding software and attributions of authoring.
- Administration of the network and computer procedures may require the Library staff to review on-line activities, even while in progress; communications and documents on the Library equipment will not be considered private. The display of obscene or inappropriate materials or images, including any attempt to print those materials on Library printers is prohibited. Inappropriate content will be determined by library staff.
- Printers are available for patron use at a cost per printed page established by the Library.
- The Library provides a photocopier for public use on a self-service basis at a fee per page established by the Library. Staff is not available to make copies except for assisting disabled persons. When assisting with the copier, staff will not knowingly violate copyright law. Patrons using the photocopier must adhere to the U.S. Copyright Law when copying materials. For detailed guidelines about the federal copyright law, access the American Library Association fact sheet at: www.ala.org/advocacy/copyright.
- Parents or legal guardians must assume responsibility for deciding which Library resources are appropriate for their own children if they are under the age of 18.

Staff cannot monitor individual use of computers, including Internet use. All children under the age of 10 must be supervised by a parent or designated adult while using the computers.

Violations: Serious or repeated violations of this Policy may result in restrictions being placed on a user's privileges, suspension of Library services and/or referral to the appropriate law enforcement official.

Approved by the Millbrook Library Board of Trustees on April 16, 2013.

Revised and re-approved by The Millbrook Library Board of Trustees on May 29, 2014 and March 22, 2016.