The Millbrook Library provides computers 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.

- Free wireless internet access is available at Millbrook Library. No password is required.
- The Library assumes no responsibility for the safety of equipment or for users’ mobile devices/laptop computers or any other wireless device configurations, security, or data files resulting from connection to the library’s internet.
- The Library reserves the right to limit public computer sessions and create procedures for the fair use of Library computers, Internet, and WiFi access.
- Library computers will automatically shut down 5 minutes before the library closes. Patrons are responsible for saving their work and making sure they are done with the computers before they shut down.
- 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 online 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 Millbrook Library has no control over the information accessed through the internet and cannot be held responsible for its content. Not all sources on the internet provide information that is accurate, complete, or current, and some information may be considered offensive or inappropriate for certain age groups. Patrons are expected to evaluate information found there with open, but questioning, eyes just as they would any other resource.
- Patrons seeking assistance with their computers, internet accounts, or personal devices, do so with the knowledge that library staff will make a good faith effort to help, but that data loss, altered settings, or damage can, in rare cases, result. In making use of computer help at the library, patrons absolve the library or library staff from responsibility for the above.
- Parents or legal guardians must assume responsibility for deciding which Library resources are appropriate for their children if they are under 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 Computer Use 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 & November 15, 2022.*