Policy: 425
Subject: Public Computer Usage Policy
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1) The Milford Public Library provides public use computers for patrons to access commonly used software. Computers are offered on a first come, first served basis.
2) Patrons must save files to a USB drive or to a cloud account. CD drives may be read-only, and files cannot be saved to a CD-ROM. Any items saved to the hard drive will be deleted.
3) Patrons may not install their own software.
4) The Milford Public Library provides access to Internet resources as an extension of the library's commitment to meeting the community's informational, recreational and cultural needs.
5) The staff of the Milford Public Library has developed a variety of Web pages with recommended links in order to facilitate public use of the Internet. Users should recognize, however, that the library is not responsible for changes to the content of linked sites, nor for the content of sources accessed through subsequent links. Staff will provide assistance to Internet users to the extent that time and customer demands allow. The Library encourages area residents to take advantage of a variety of technology classes conducted by the Reference staff (A schedule of classes is available at the Reference Desk).
6) Internet resources accessible through the library are provided equally to all library patrons.
7) The Internet offers access to many valuable local, national, and international sources of information. Not all sources on the Internet provide accurate, complete, or current information. The Internet is a worldwide community with a highly diverse user population and it is the patron's responsibility to use this resource wisely. Library staff can help patrons access online information but patrons are responsible for interpreting the information and determining its appropriate use.
8) **Parents or guardians, not the library or its staff, are responsible for the Internet information selected and/or accessed by their children. The Milford Public Library encourages parents to accompany their children when using the library's computers.**
9) Workstations must be used in a responsible manner, respecting the rights of others, and taking care with use of the equipment. Any changes to computer and Internet settings are temporary and will not be saved. The workstations cannot be used for any fraudulent or unlawful purpose, including any activities prohibited under any applicable federal, Michigan or local laws. Library computers are filtered for content, and library staff may monitor computer usage. The Milford Public Library complies with Michigan Public Act 212. The library reserves the right to block sites that use a significant portion of the library's bandwidth.

10) Patrons should be aware that the material on the Internet and the World Wide Web may be copyrighted. It is the user's responsibility to be aware of the display of any notices concerning the copyright of information on the Web and information databases and to respect the copyright laws of the United States.

11) The Library does not condone the use of library equipment to access material that can be classified as obscene, child pornography, or harmful to minors. The Milford Public Library is committed to providing an environment free from sexual and other forms of harassment and hate. Patrons are asked not to display on screens and/or print materials that may be objectionable.

12) Internet access may not be available due to technical problems or system upgrades.

13) Public workstation sign up is self-serve. Patrons are strongly encouraged to obtain and use their own library cards; there will be a $1.00 charge per day for a visitor pass.

14) Workstation use is limited. The Library reserves the right to adjust the length of sessions and the number of sessions per day. Extension of the current session is granted only under the following conditions: a) patron is taking a test, b) patron is filling out a form that cannot be saved and returned to during a new session, c) by discretion of a librarian. Library card holders may continue their current session when there is no waiting list.

15) Printing is pre-paid by applying funds to your account at the Circulation Desk. There is a $10.00 limit per library card. Funds applied to a library card remain on the card until expended. Funds cannot be applied to a visitor pass. **Refunds are only given in the case of printing problems as determined by a librarian**. Printing prices are outlined in Library Policy 423.

16) Library staff are authorized to terminate any user's Internet access for 1 day if the user has failed to comply with the library's Public Computer Usage Policy and/or rules as addressed in the library's Patron Behavior Policy (copy available at the Reference Desk). The library director may impose longer or permanent restrictions for violations of the library's Public Computer Usage Policy or Patron Behavior Policy. An Internet user whose access session has been terminated or prohibited may request the decision be reviewed by the Board of Trustees.

17) Wireless and wired Internet access is available for patrons using personal devices.
    a) Wireless and wired Internet access may not be available due to technical problems or system upgrades.
    b) Patrons accessing the Internet via the library's wireless or wired connections using personal devices must abide by the library's Public Computer Usage Policy.
    c) Compatibility of the library's wireless or wired connections with all personal devices is not guaranteed.
    d) The library is not responsible for changes made to a patron's personal device in order to connect to the library's wireless or wired connections.

18) Group use of computers cannot be accommodated due to the limited number of computers the library can provide.