Computer and Internet Access Policy

Computer Access

The Library provides computer workstations for public use.

Reservation software manages log-ins and time limits. Millburn Library cardholders may log in for timed access using their Millburn Library card number and last name. Users without a Millburn Library card may request a guest login from the librarian on duty for timed access on a guest workstation.

Residents are allowed five 45-minute sessions per day. Guests are allowed two 45-minute sessions per day. You may renew your session up to your daily limit if no one else is waiting for a workstation. Prints and downloads must be completed before the end of a session. Any work not saved will be lost.

Users may save their work to their own flash drive or to their chosen cloud service. Work may not be saved to any library equipment. Flash drives are available for purchase at the Circulation Desk.

Users may not alter the configurations of workstations or network settings. Users may not willfully interfere with others’ use of library workstations or knowingly launch worms, viruses or other malware.

Workstations are available on a first-come, first-served basis. If all computers are in use, you have the option of making a reservation with the librarian on duty for the next available workstation.

Only library-provided software may be installed on library equipment. Users may not install their own software on library computers.

Users may not plug their own devices into a library network port. Your device will not be recognized and access will be denied. Do not disconnect library workstations from the network.

Internet Access (In addition to the general Computer Access Policies above.)

The Library provides access to the Internet through networked public access workstations and WiFi.

The Library upholds the right of every individual to access to constitutionally protected materials. However, the Library’s support of this right does not constitute condoning illegal activity in the Library or through the Internet on Library computers.

As with all Library resources, the Library affirms the right and responsibility of parents/guardians, not Library staff, to determine and monitor their minor child’s use of the Internet. Parents/guardians are responsible for information selected or accessed by their children via the Internet.

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October 17, 2016
Users who access the Internet via the Millburn Library network or WiFi agree not use the Internet for any illegal purpose and further agree to not damage, alter or interfere with the functionality of library workstations, library networks, or others’ access to library services.

**Wireless Access**

The same principles governing Internet Access above pertain to Wireless Access. The only difference is that you connect using a wireless device. Time limits will not apply if you are using your own device.

**Privacy**

Library computer workstations are a public resource in a public setting. While library users have a right to privacy, the nature of the Internet does not guarantee the privacy of searches conducted or of information accessed. The MFPL takes reasonable efforts to safeguard your privacy; however, the Library makes no claim or assertion that any work you do on any workstation is completely private.

Library records which contain user names or other personally identifying details are confidential and shall not be disclosed except for the following circumstances:

- The records are necessary for the proper maintenance of the library
- The disclosure is requested by the user
- Disclosure is required pursuant to a subpoena issued by a court or court order

Surf responsibly! Remember to log out of any password-protected web pages that you visit (e-mail accounts, social media sites, banking websites, etc.) and close your browser when you are finished. The library is not responsible for the security of information that users leave on public workstations.

**Disclaimer**

The Millburn Free Public Library makes no warranty, expressed or implied, for the timeliness, accuracy, or usefulness of information accessed via the Internet. The Library will have no liability for direct, indirect or consequential damage related to the use of information accessed through the Library’s Internet service.

The Millburn Free Public Library will have no liability if computer or Internet service is interrupted or unavailable.

The Millburn Free Public Library is not responsible for damage to users’ equipment, including discs, data storage devices, hardware, or software, or for any loss or corruption of data that may occur from use of the Library’s computers, network Internet access or WiFi service.

The Millburn Free Public Library does not offer e-mail accounts to Library users. Users are welcome to establish their own e-mail account through any of the many free service providers on the Internet.

*Approved by the Board of Trustees*
*October 17, 2016*
Loss of Privilege

The Library reserves the right to terminate any computer session that disrupts library services or involves user behavior that violates this policy or the Library Code of Conduct. This includes the circumvention of the library’s computer time management system.