

TECHNOLOGY POLICY

Adopted by the Board of Trustees, April 2024

The Middlesex Public Library is pleased to offer public access to computers as part of its mission to provide residents with a wide range of information and ideas. Access to all Internet materials, services and facilities will be provided to all users regardless of origin, background or views. The Library does not monitor and does not have control over the information on the Internet and cannot be held responsible for its content.

The Library provides Internet service to expand the information resources available to its users. Guidance and assistance from the Library's home page and by Library staff will be provided. Please note that the Middlesex Public Library Code of Conduct contains additional policies that apply to computer use and access.

Eligible Users

- We recommend ALL computer user have a Middlesex Borough or LMxAC library card in good standing.
- Users without a Middlesex or LMxAC library card that are aged 13 years and over may access a computer free of charge with a guest pass. Guest passes are available at the Reference Desk. Photo ID may be required.
- Users aged under 13 years must have a parent with them to receive a guest pass.

Workstation Use

- Computers will be available on a first come, first served basis.
- Time permitting, staff will try to answer specific questions about the Internet and offer suggestions for effective searching.
- Speakers and sound must remain turned off on all computers. You may use personal earphones.
- Only earbuds, headphones, and/or USB/flash drives may be used on Library workstations. Any additional hardware is not permitted to be used on workstations (this includes, but is not limited to, speakers, webcams, CD/DVD drives, etc.)

Internet Use

- The Internet is a resource tool offered by the Library and is to be used for educational, informational and recreational purposes only.
- Users must be aware not all information found on the Internet is accurate, current or complete.
- The user will assume full responsibility for any charges incurred when accessing a fee-based service.
- Users may not access the Internet for conducting business activities, such as the sale of goods and services.

Printing

- Printing material is encouraged as long as it does not violate Copyright Laws. The patron is responsible for all printed pages. Printing cost is 20¢ per black and white copy.
- Money must be added to your Library account or Guest account at the Reference Desk prior to printing.
- Plan carefully because the Library does not offer refunds on Library or Guest accounts.

Downloading

- Programs and data may not be stored on the hard drives of the Library's computers.
- Users may save data to a USB flash drive.

Liability & Privacy

- The Library is not responsible for any damage done to a user's storage device and/or data as a result of computer viruses or malfunctioning of Library hardware or software.
- Use of the Internet is a privilege and inappropriate use will result in a suspension and eventual cancellation of this privilege. Examples of inappropriate use include but are not limited to the following:
 - o Damaging equipment through unauthorized use.
 - o Violation of another user's privacy.
 - o Disruptive activities and behavior.
 - o Viewing indecent subject matter.
 - o Engaging in illegal activity.
- Privacy can not be guaranteed on these public access computers and thus we do not recommend entering sensitive personal or financial information at any workstation.

Youth Computer Access

- Computers for ages 13 and under are located in the Children's Room. ONLY children aged 13 yrs and younger may use these computers.
- Children age 13 or younger must be directly supervised by a parent or guardian while using a computer workstation.
- Parents or guardians, not the Library staff, are responsible for the Internet information selected and/or accessed by their children.

Wireless Network (Wi-Fi)

- The Library's Wi-Fi network is open to all visitors.
- Users are responsible for configuring their own equipment.
- The Library's wireless network is not secure. Information is not protected while using wireless, unless users are connected to a website that uses encryption.
- Wireless users agree to abide by the Middlesex Public Library Technology Policy which prohibits illegal activity while using the Library's Internet service.
- The Library is not responsible for any hardware or software issues that may arise while connected to the wireless network or while attempting to connect/disconnect to the network.