Melrose Park Public Library
Patron Technology Policy

MPPL Computer Usage

The MPPL provides computers for public use. Computer sessions have a time limit of one hour. Three sessions a day are permitted. The public access computers require a login with a Melrose Park or Maywood Library Card in good standing or the purchase of a computer guest pass. Library card barcodes and logins may not be shared.

- Patrons must be 14 years or older to use the computers in the Adult Services Room.

- An ADA accessible computer is available in the Adult Services Area.

- Patrons 13 years and younger may use the computers in the Youth Services Area. The MPPL staff are not responsible for monitoring children's use. Patrons/guardians are urged to discuss rules and limitations with their children before giving their children permission to access the internet at the MPPL.

- The MPPL assumes no responsibility for preventing users from accessing systems, networks, and services that may be considered offensive to a user or inappropriate for minors.

- Patrons are expected to have mastered basic keyboarding, mouse, and searching skills. While minimal assistance may be provided depending on staff time and knowledge, staff is not available to enter any data into a website, complete an online form, or access any private emails or accounts.

- Documents and data are not saved to the computer after a session ends. Patrons are prohibited from using personal software and or downloading personal software on the MPPL computers.

- Neither the MPPL nor its staff shall be held liable for the safety or security of information transmitted via the internet using MPPL computers or networks.

- The use of the MPPLs's computers is to be limited to legal and acceptable uses. The user is re-sponsible for compliance with local, state, and federal laws

Patron Devices/WiFi

Patrons may connect their own portable computers and devices to the MPPL wireless network. No login is required to access the MPPL WiFi. The MPPL accepts no responsibility or liability for the loss of or damage to personal computer devices, software, and equipment.

Public Printer/Copy Machine

Printing is available from the MPPL computer stations and via Mobile Print. There is also a public copy machine available for use. There is a fee per page for printing and copying. While staff may provide minimal assistance as time and knowledge permit, patrons are ultimately responsible for their own print and copy jobs.

Scanner

A self-service scanner is available for public use. There is no charge for scanning services. While staff may provide minimal assistance as time and knowledge permit, patrons are ultimately responsible for their own scanning jobs. The MPPL accepts no responsibility or liability for emailed scans not received.

Reconsideration of Materials

The Melrose Park Public Library will not segregate materials on the basis of controversial   subject matter. Material shall not be removed from the library collection solely because the ideas and/or topics presented may be objectionable to an individual Melrose Park resident or group of residents.

Melrose Park residents who have concerns about specific library materials will be referred to the staff member responsible for that area of the collection to discuss the matter. If, concerns are not satisfied after a respectful dialogue, the patron has the right to file a **Formal   Reconsideration of Materials Request** (See Appendix).

Formal Reconsideration of Materials Request Steps

1. Staff will provide the patron with the Library Materials Reconsideration Form and a copy of the Collection Development Policy.

2. The Library Director and professional staff will review the request and the material.

3. The Library Director will respond in writing to the patron, and invite the patron to a formal discussion with the Director and professional staff.

4. If after this meeting, the patron is not satisfied, the patron may submit a written request to the President of the Board of Trustees asking that the matter be placed on the agenda of a regular board meeting, at which time the Library Board will consider the matter.