



Melrose Park Public Library

Patron Technology Policy

MPPL Computer Usage

The MPPL provides computers for public use. The amount of computer time available to any patron may be limited by demand. The public access computers require a login with a Melrose Park or Maywood Library Card in good standing or 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 MPPL's computers is to be limited to legal and acceptable uses. The user is responsible 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.