

MOUNT PROSPECT PUBLIC LIBRARY COMPUTER EQUIPMENT POLICY AND GUIDELINES FOR THE PUBLIC

Policy

Mount Prospect Public Library's staff may provide assistance to patrons as time and staff knowledge permits. Printed and online documentation, when available, are provided at or near points of service. Formal instruction in particular aspects of electronic information network use is provided by regularly scheduled public programs and by appointment with a staff member.

In accordance with the Denial of Service Policy, the Library reserves the right to limit, refuse, and/or ban any patron from using library equipment and computers. Behaving in a manner that is disruptive to other users including, but not limited to, overuse of computer equipment is not allowed.

Examples of unauthorized use include, but are not limited to:

1. Accessing objectionable or improper material.
2. Attempting to gain access to resources to which the user is not entitled.
3. Downloading of files that contain viruses.
4. Gaining, or attempting to gain, unauthorized access to information that is private or protected.
5. Interrupting, or attempting to interrupt, programs that protect data or secure systems.
6. Running programs that attempt to identify passwords or codes.
7. Unauthorized tampering with computer hardware or software.
8. Uploading, downloading or otherwise transmitting commercial software or copyrighted material in violation of its copyright.
9. Using the Internet or Library computer hardware or software for illegal activities.

Violation of any aspect of these guidelines may result in the loss of library privileges.

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Public Computer

1. A reservation for a computer can only be made with public computer user's own library card and pin. Staff may request proof of identification. Limit of three reservations per day.
2. E-net users may choose an available computer, or consult staff to create a reservation. Reservations can be made up to one (1) day in advance or for the next available computer.
3. Patrons that do not have local library cards can be granted a "guest pass." One guest pass logon is permitted daily. Staff may request proof of identification. Guest public computer users may choose an available computer, or consult staff to create a reservation.
4. Library materials must be checked out on the public computer user's library card to be used on the public computer.
5. Expired and lost library cards cannot be used to create reservations.
6. Patrons using the Express public computer stations are limited to two 20-minute sessions.

In-Library Use Laptop (Youth Services)

In-Library Use Laptops are available for adults, 18 years or older, who need to be mobile to supervise children in the Youth Services Department. An In-Library Use Laptop may be used throughout the Youth Services Department. Children may use the In-Library Use Laptop only when the adult who checked out the laptop is present. The child must be supervised at all times with the In-Library Use Laptop.

The laptop must be checked out on a library card. The patron must present a Mount Prospect Public Library card at the time of checkout and be in good standing. Adult reciprocal borrowers may checkout a laptop if his/her card is registered for use at MPPL and is in good standing. Patron must also leave a photo ID at the Youth Desk while using a laptop.