



MORTON GROVE PUBLIC LIBRARY

6140 Lincoln Avenue, Morton Grove, IL 60053-2989 • 847-965-4220 • www.mgpl.org

Computer and Technology Use Policy

The Morton Grove Public Library provides computer workstations and other technology devices free for public use in the Library.

Adult Computers including the Digital Media Lab

- Available for all users of the Morton Grove Public Library, age 13 and older.

Laptops

- Available for in-house use only.
- Valid public library card and photo identification required to check out.
- Users must be age 13 or older.

Youth Computers

- Workstations and devices designated for youth are available for use **only** by children under age 13.
- Children age 8 to 12 may use a designated Youth computer with internet access unattended if their parent or guardian has given consent, either verbally to library staff in each instance of use, or if the child has a Parental Consent Form on file with his/her library card.
- Parental permission is not required to only access Office programs on internet computers or to use the Early Learning Stations or Homework computers.
- Children age 7 and under must be accompanied by a caregiver, as outlined in the *Children in the Library* policy.

Tablets

- Available for in-house use only.
- Valid adult (age 18 and older) public library card and photo identification required to check out.

The following applies to the use of all computer workstations and other technology devices:

- The Morton Grove Public Library is not responsible for any loss or corruption of data, damage to user hardware or storage, or liability that may occur from use of the Library's computers, software or network.
- The Library takes reasonable steps to secure its networks from unauthorized access, however, security of the user's information or transactions while using the Library's equipment or networks is not guaranteed.

- All users of the Library's technology are subject to the Morton Grove Public Library *Internet Access Policy*.
- Users may not use the Library's equipment and/or technology to perform any illegal activity or violate any local, state or federal code/laws, or to vandalize, interfere with or disrupt other users, services or equipment.
- MGPL staff can only provide limited assistance to guide any Library user in entering data or completing online forms.
- The Library maintains records in compliance with the laws of the State of Illinois, and makes all practicable efforts to retain records containing patron identifiable information only to the extent necessary to fulfill core library functions.

The Morton Grove Public Library reserves the right to suspend the use of the computers and/or the Library by anyone who uses library computing equipment, electronic devices or network for an illegal purpose or for a purpose in violation of this or any other Library policy.