Computer and Technology Use Policy

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

Laptops and Tablets

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

Adult Computers (Computer Room)

- Workstations located in the Computer Room on the main level of the Library are available for users aged 13 and older.

Youth Computers

- Workstations and devices designated for youth are available for use **only** by children through grade 8.
    - Children aged 8 and up may use a designated Youth computer unattended.
    - Children aged 7 and under must be accompanied by a caregiver, as outlined in the *Unattended Children and Vulnerable Adults* policy. They may use designated Youth Services computers if their parent/guardian gives verbal consent for each instance.

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.

Approved by the Morton Grove Public Library Board of Trustees on September 14, 2017; May 9, 2019; February 13, 2020; September 9, 2021; October 12, 2023, October 9, 2025