Acceptable Use Policy

- In order to log on to most library-owned computers you will be required to use your own valid library card. Guests without cards may use "Express" computers.
- Please be considerate of other computer users and of library users in general.
- Patron-owned equipment must be quiet and inoffensive to other library users.
  - Please turn off such features as key clicks, beeps, ringers, and audible alarms.
  - Cell phones can be used in designated areas only -- usually these are located in the outer lobbies of our buildings.
- Members of the public should never disconnect library-owned computers, their cables, or their components.
- Signup, reference, express, and catalog computers and the areas surrounding them are reserved for the use of patrons who signup and wish to use those services.
- Other patrons with their own laptops, tablets, and similar devices should never intrude on the space surrounding those computers or divert components such as video monitors or network connections for their own use, as that disrupts library service and presents a security threat to the library's entire network.
- The library cannot lend patrons computer components such as monitors, projectors, mice, or keyboards. If you need any of these items, you are welcome to use one of the library's public computers.
- Please respect the posted time limits for computer use.
- Do not monopolize a computer: when your computer session ends, please leave the computer. If another computer is free, you may move to that computer immediately; but it is not acceptable to "stand" on a computer for multiple sessions and prevent others from having fair access to it.
- The library accepts no responsibility for loss of data on any device. Be sure to save your work frequently and maintain backups. We suggest that you use a more reliable storage medium such as a USB flash drive and/or an Internet file-storage service such as Google Drive.
- The library does not accept liability for loss of or damage to patron-owned equipment because of theft, accident, power surge or other electrical problem. The library recommends that users place their own surge protectors between their own equipment and library power outlets.
- Computers in the children's room are reserved for the use of children and adults who are helping them.
- The library filters Internet content on the computers in the children's room. Filters, however, cannot be configured to satisfy every parent. We encourage parents to supervise their child's computer use in the library.
- Consider these [Guides to Cyberspace for Parents and Children](#) from the American Library Association.
- You may not use the Library's Internet for illegal or abusive purposes, including, but not limited to:
  - Unauthorized copying of copyright-protected materials in any form
  - Transmission of chain letters, broadcast letters, or any form of junk mail
  - Transmission of threatening, obscene or harassing materials
  - Transmission of computer viruses
  - Unauthorized access to local and remote-computer systems
  - Software installation or intentional changes to software configuration on any library computer
  - Attempts to determine how other patrons have used the computer

- Some of the library's computers provide limited Internet access and are designated as "Catalog Only" or "Reference Only." Please do not use these particular machines for email, chat, or games. Our Express Computers are intended to give short-term visitors access to the Internet and E-mail/Chat and should not be used to play games.

The Public Library of Brookline and the Minuteman Library Network assume no liability for inaccurate or out-of-date information on the Internet. You are encouraged to use common sense in deciding what is reliable information and what is not. More information is available [here](#).

Please be advised that although the library keeps no records of your Internet activity, it does record login and logout times linked to the barcode on your library card. Although this is done primarily for statistical purposes, the library must make this information available if it is subpoenaed by a court of law.

In addition, you agree to adhere to the Acceptable Use Policies of the Library's Internet Service Provider (ISP), the Minuteman Library Network (MLN), and of MLN's ISP. For full information, see http://www.mln.lib.ma.us/about/privacy.htm#internet .