

**COMPUTER
USE POLICY**

(2/20/06)

(Updated 7/20/09, 4/10, 5/11, 6/13, 5/19, 2/22)

The Florham Park Public Library offers a variety of computing options providing access to the Morris Automated Information Network (M.A.I.N.), [such as databases, the Internet, select software applications, and other electronic resources.](#)

- Users are expected to use computer resources in a considerate, ethical, and legal manner.
- M.A.I.N. computer terminals have security devices and software installed that restrict their use.
- External devices such as flash drives [and compact discs](#) may not have full function at all terminals.
- Internet site filtering software is installed on the computers in the Children's and Young Adult areas as well as on the PCs located on the table nearest to the Children's area of the Library.
- Users may not save their personal files on public terminals. Data storage devices may be used at enabled workstations. Files saved to any computer will be deleted without notice.
- [The Florham Park Public Library is not responsible for the loss or damage to patrons' data while using library computer equipment.](#)
- Software programs may not be installed on any computer.
- Users may not change the configuration of computer hardware or software.
- There is a fee for the use of Library printers. The fee is posted on or near each printer.
- [The Library reserves the right to restrict or terminate computer privileges of any patron who is misusing or abusing Library equipment or not acting in accordance with Library policy.](#)

Equitable Access to Library Computers

To ensure equitable availability of computer resources, use of the computers may be limited. [To ensure equal access, time management software installed on the computers may limit the amount of time individuals can use library devices.](#)

CIRCULATING LAPTOP POLICY
(2/21/22)

The Florham Park Public Library offers laptop computers that may be checked out for use within the library. Laptops offer access to the same Internet-based and digital resources and software applications as hardwired desktop computers, but may provide more flexibility to patron computer use. Use of circulating laptop computers are subject to the Library's computer use policy, Internet access policy, and the following:

- Patrons must have a valid M.A.I.N. Library card in good standing to use the device.
- Patrons may check out one laptop per day, with one renewal. The loan period for a laptop computer is 3 hours.
- Laptop computers must be checked out from and returned to the circulation desk.
- Laptop computers may not be left unattended. Unattended laptops discovered by Library personnel will be checked in, and a fine may be assessed to the patron's account.
- Laptop computers may not leave the Library premises.
- Patrons are liable for the cost to replace stolen, damaged, or missing laptop computers.
- Florham Park Public Library cardholders may reserve a laptop computer 24 hours in advance. Laptops are available on a first-come-first-served basis for non-Florham Park patrons.
- Laptop computers are not available for use by patrons using the Open Borrowing service.
- Internet site filtering software is installed on all laptop computers in accordance with the Child Internet Safety Act.
- The Library cannot guarantee the wireless connection between the laptop and the Library's wireless network at all times.