

**Melrose Park Public Library**  
**Public Computer Use and Internet Policy**

- The Melrose Park Public Library makes available 20 sit-down computer stations for public use. Twelve of these computers are located in the Adult Services/Reference Area of the library. Eight computers (6 with Internet access and 2 Games/Word Processing only) are located in the Youth Services Department.
- Adults and high school students with valid Melrose Park library cards are welcome to use the computers in the Adult Services/Reference Area of the library. These computers are not filtered. Reservations can be made at the PC Reservation Station; patrons must have their library card with them in order to reserve a computer.
- Elementary school students and preschoolers must use the computers in the Youth Services Department. On regular school days, the Youth Services computers may be used for homework only between 3PM and 6PM. Reservations for the children's computers can be made at the PC Reservation Station in the Adult Services/Reference Area of the library; patrons under the age of eighteen must have their library card with them and must have signed permission from a parent/guardian on their library record in order to reserve a computer with Internet access.
- There is one stand-up station in the Adult Services Department available for use by non-Melrose Park Library cardholders, ages 18 and over. Access to this computer is limited to fifteen minutes per session. Game playing is not allowed on the stand-up station.
- There are two word-processing only stations available for use without a library card in the Adult Services Area
- A \$3.00 fee will be charged to non-Melrose Park Library cardholders who wish to use a sit-down computer station.
- Reservations are made for a period of thirty minutes at a time (the time may be extended if no one is waiting for a computer). Each patron is entitled to make up to three reservations a day, depending on volume and demand. Library computers automatically shut down 15 minutes before the library closes.
- Only one patron at a time may work at an individual workstation in the Adult Services Area. Two patrons at a time are allowed to work together at workstations in the Youth Services Department.
- Patrons will be charged .10¢ per page for all printouts.

- The Library staff is available to provide limited assistance and trouble-shooting pertaining to the operation of the computers. Staff is not available to provide in-depth training on the computer, on specific software, or on the Internet. The library staff cannot assist users conducting e-commerce and may not access a user's personal accounts on the user's behalf.
- The staff of the Melrose Park Public Library reserves the right to revoke computer privileges at our discretion.