

## **PUBLIC USE OF THE INTERNET AND LIBRARY COMPUTERS POLICY**

The purpose of this policy is to ensure safe use of library computers and access to the internet at the Northborough Free Library.

Use of the Library's public computers is free to all patrons. Computers in the Teen Room are for teens in grades 6-12 only. The computer software will not allow cardholders over the age of 18 to log in to the Teen computers. A library card or guest pass is required to use the computers. Guest passes are available at the Adult Services Desk.

There is no daily time limit for public computer use, with the exception of Library Laptops. However, the library reserves the right to limit an individual's use of library hardware at its discretion. Use of public computers may be revoked at the discretion of Library staff. Behaviors warranting the loss of privileges include, but are not limited to:

- Viewing of sexually explicit materials
- Any online behaviors deemed illegal by state or federal law
- Destruction or damage of equipment or data
- Downloading or copying copyright-protected materials without authorization
- Violation of the Library's Patron Behavior Policy.
- Downloading/installing software
- Altering or attempting to alter software configurations or computer settings

Library staff can provide general guidance on basic searches, use of the internet, and installed software. Staff cannot perform extensive searches for patrons or resolve problems with personal accounts.

A computer that is idle for 5 minutes will restart automatically. Computers automatically shut down 15 minutes prior to the library's closing time.

The Library computers are equipped with a software that deletes all internet search histories, saved documents, and other temporary files automatically when the computer restarts. Please save your work to a personal device or account before logging off. Deleted information is not recoverable.

The Library does not control, endorse, filter, or monitor the information on the internet for content or accuracy.-The Library must comply with all lawful search warrants and court orders regarding public computers.

Last update: January 2026

Approved by the Board of Library Trustees on: January 13, 2026