Internet Acceptable Use & Computer Policy
Milford Public Library

Milford Public Library offers access to the Internet and computer technologies in service of its mission to meet the informational, cultural, recreational, and educational needs of all the community's residents. In accordance with Indiana public library standards (Indiana Code 36-12-1-12), computer access is provided to everyone regardless of residency status unless the access violates the law or library policy.

Prohibited Uses:

- Use of the Internet or library computers to violate any applicable local, state, or federal law, including copyright laws and child protection laws, or to violate any other applicable legally binding agreement.
- Use of the Internet or library computers to send, receive, or display material that is obscene or illegal, including but not limited to pornography.
- Any use which damages or alters computer equipment, systems, or software.
- Sharing passwords with anyone who does not have access permission.

Consent to Policy:

- Patrons accessing the library's internet and computers agree to follow the library's policies when they login or are given a password.
- Employees are subject to all policies by virtue of their employment.
- Usage of library computers or internet implies consent to follow the policies as well as to hold the library harmless from claims of any nature arising out of the use or inability to use the library's computer and internet systems.
- The library may require parents/guardians to provide permission for minors under the age of 18 to use the library computers unattended. If there is no permission on file, minors will either need to use computers alongside a parent/guardian or will not be allowed to access computers and internet. Library staff may ask patrons to state their age and/or provide ID if they reasonably believe the individual is a minor.

Limitations on Use:

- The library provides filtered access to the internet using standard filtering technology.
- The library director may temporarily disable filtering on a single workstation in the adult department when adult patrons submit a signed request form certifying bona fide research purposes (see form in appendix). No employee, volunteer, or contractor is permitted to utilize an unfiltered Internet connection under any circumstance; obscenity is never permitted whether filtering is on or off.
- The library may limit sessions on some patron computers to a reasonable time period or request that patrons honor time limit expectations. If no patrons are waiting for a computer, library staff may offer another session.
- Library computers are available for use in the building on a first-come first-served basis and may not be reserved or taken out. As a courtesy, the library may offer to notify a patron when a computer becomes available.

- Patrons may not save files or install programs on library computers; they may save to external media (e.g. a thumb drive) or cloud-based accounts.
- Employees will use best practices to ensure that files saved and programs installed are legitimate and safe.
- Printing from any device on a library printer incurs the per-page cost listed on the library's currently approved fee schedule unless the printing is for library business.
- Library systems and technology may not be utilized to violate copyright laws or circumvent copyright protections. This includes, but is not limited to, unauthorized content used in photocopies, scans, faxes, emails, etc., as well as the use of Virtual Private Networks to circumvent protections or restrictions.

Safety and Liability Disclaimers:

- The library does not make any warranties about the safety, usability, or availability of the library's internet connection or of any library technological device or system.
- The library is not responsible for any injuries or damages resulting from a patron's usage of library internet and/or computer technology.

Privacy:

- The library logs Internet and computer usage.
- Library staff members are encouraged to monitor patron computer and internet behavior.
- The library is a public area and what is displayed on screen may be seen by others.

Enforcement:

- Library staff has final authority to determine if patron internet or computer behavior is inappropriate and/or to monitor patron behavior. Library staff may request that patrons stop any particular activity they deem problematic.
- Employees who violate the library's internet and computer policies will be subject to appropriate discipline as outlined in the library's personnel policies. Violation of these policies may also be grounds for termination of volunteers and contractors.
- The library may ban any personal device from accessing the library's network if it is connected to a suspected policy violation.
- Patrons who do not comply with staff requests or have a pattern of continued offenses may be banned from using library computers and/or internet, either temporarily or permanently depending on the seriousness of the offense, at the library's sole discretion.
- Library staff may consult the records of other entities including other libraries, law enforcement, corrections, and offender registries before permitting access to the internet or computers at the library.
- The library will investigate all suspected illegal activity on its networks and devices and may prosecute in accordance with the law.
- The library may charge patrons who incur damages to library computers, software, or systems, for the cost of repairs or replacements.

- Library employees are considered mandatory reporters of child abuse and neglect (IC 31-33-5-1). Library staff must immediately involve law enforcement if they suspect child exploitation / abuse material or child trafficking.

Appeals and Concerns:

- Please contact the library director with any concerns. The library director's decisions may be appealed to the board. The board's determination will be the final administrative decision of the library.

Review and Revision:

- This policy will be reviewed annually by the board in compliance with state requirements.

Adopted by Milford Public Library Board of Trustees: October 26, 2026

(Note: This policy replaces the Internet Acceptable Use Policy adopted by the board in 2015 and reviewed annually through 2025 as well as all other information technology-related policies in existence to date.)

Adult Patron Application for Unfiltered Internet
Milford Public Library

Milford Public Library believes that the constitutional guarantee of freedom of speech entitles all adult patrons to freedom of information access. For the protection of minors and to satisfy the preferences of most patrons, the Library's internet connection uses standard web filters by default. The Library understands, however, that its web filtering may inadvertently block adults' access to legitimate materials at times. The Library Director may temporarily disable filtering on a single workstation in the adult department for patrons over the age of 18 who present photo identification and sign this application.

I _____, a legal adult of sound mind, hereby request access to Unfiltered Internet at Milford Public Library for bona fide research or other lawful purposes.

Please initial all statements:

_____ I understand that accessing Unfiltered Internet in particular and Computer and Internet use in general are privileges granted to me by the Library and I promise to follow all applicable library policies and instructions provided by staff for its use.

_____ I am aware that the Library's Internet Acceptable Use and Computer Policy is fully in effect at all times including on the Unfiltered Internet.

_____ I understand that obscenity, including pornography, is not considered free speech and is always expressly prohibited by the Library.

_____ I understand that violation of any part of the Library policy will result in consequences as outlined within the policy up to and including permanent termination of my access at the Library's sole discretion.

_____ I agree that the Library will not be liable for any harm I experience due to materials accessed via Library computers and Internet.

_____ I will not allow anyone else to use my Unfiltered Internet. I understand that doing so will be cause for immediate and permanent termination of all technology services at the library.

Signed: _____ Date: _____

Phone number for the Director to set up an appointment: _____

Upon approval, the Library Director will make an appointment with you to use the Internet with filters temporarily disabled.

Library Use Only

Director Approval: _____ Date: _____

Staff Notes:

STAFF: COPY PHOTO ID HERE

Permission for Minor to Use Computers and Internet
Milford Public Library

Milford Public Library takes its role in protecting children seriously and respects the rights of parents. For the protection of minors and to satisfy the preferences of most patrons, the Library's internet connection uses standard web filters by default. The library will not knowingly permit minors to use its computers without parental permission on file.

I, _____, certify that I am the parent / legal guardian of _____, a minor _____ years of age, residing at _____.

I hereby grant permission for _____ to do the following:
_____ Use a Library computer to access the Internet
_____ Access the Library WiFi on a personal device

I will not hold the Milford Public Library responsible for any damages or injuries related to my child's usage of the Library-provided Computers and Internet Access.

I understand that Computer and Internet Access are privileges for my child, not a right. I understand that my child will be held responsible to uphold the terms of the Internet Acceptable Use and Computer Policy and that his or her access may be terminated for failure to comply, and that if he or she damages library property or participates in illegal activities there may be charges.

I understand that the library's default is to not grant access if any of the child's parents disagrees. I affirm that no other parent or guardian of my child is opposed to this permission.

Signed: _____ Date: _____

Library Use Only

Computer use allowed by: _____ Date: _____
WiFi Password granted by: _____ Date: _____

Staff notes: