



Equipment Use Policy

The Library provides the public with access to various pieces of technology and equipment as part of its mission to encourage education and information for all. Patrons are required to adhere to the Library's policies on use of such items.

Computer & Tablet Use

Desktop computers are available for patron use on a first-come, first-served basis, and must be reserved via library card at the Library's computer reservation station. There is no charge for computer use. Sessions are limited to sixty (60) minutes for adult cards or forty (40) for children's cards, but a patron may request additional time up to three hours per day at staff discretion. Adult and teen patrons may not reserve or use computers in the children's room; children may at staff discretion use a computer in the adult area if they are accompanying an adult who is also working there. Teen patrons are encouraged to use the computers in the Discovery District, but may also reserve adult computers if those are unavailable.

The Library does not provide guest passes or computer access cards; patrons wishing to use the computers must possess a library card in order to do so. As a courtesy, the Library maintains a Guest Computer and may allow patrons without cards to use it for up to fifteen minutes once per day for simple email or print needs. Patrons may not use the Guest Computer multiple times on the same day.

Library staff is able to provide patrons with general assistance in logging into computers and accessing resources, but cannot provide extensive computer teaching or support. For privacy and safety reasons, Library staff may not type patron information into forms or documents for them. Library staff cannot spend significant time tutoring or teaching patrons to use computer applications or software outside of dedicated classes.

The AWE educational computer game stations in the children's room are not reservable and are available on a first-come, first-served basis. We ask that parents be mindful of their



children's usage and consider allowing other children to take turns when appropriate. AWE stations cannot access the internet, install or download any software, or otherwise be used for anything except for their native, pre-loaded educational software.

The Library does not offer laptops for borrowing at this time, but does offer tablets via our Hublet reservation station. Patrons are encouraged to use their cards to check out tablets, which are preloaded with various office and internet applications; tablets must be used only inside the Library building and must be returned to the station when their reserved time runs out. Tablets are not able to download or install new applications.

In order to protect patron privacy and system integrity, the Library does not allow patrons to download and install software on Library computers or tablets. The Library uses software that automatically deletes downloaded files after a patron logs out of a computer in order to assure patron privacy; patrons are responsible for saving and accessing their own files and data when using Library computers, and the Library cannot retrieve or restore them if they are deleted.

Internet Use

Access to the Internet is an important source of information and learning opportunities, and the Library makes it available to all patrons via free wi-fi connection and availability of Internet-capable Library computers. The Library is committed to providing the Internet to patrons in order to fulfill their research, informational, educational, vocational, cultural, and recreational needs.

The Library may restrict Internet service offered to patrons at any time if use is not consistent with City or Library policies or guidelines:

- Patrons may not use the Internet for illegal activities
- Patrons may not use the Internet to view pornographic materials
- Patrons may not use the Internet to willfully disrespect or circumvent copyright laws and regulations
- Patrons may not use the Internet to create or distribute malicious software
- Patrons may not use the Internet in such a way as to incur fees or costs to the Library



Users are held responsible for their own individual actions using the Internet; parents or guardians of minors using computers assume responsibility for their children's use of the Internet. The Internet is a decentralized, unmoderated global network, and the North Miami Beach Public Library has no control over the content found there; the Library will not censor access to material nor protect users from offensive information, and is not responsible for the availability or accuracy of information found on the Internet. The Library cannot guarantee that any files or data downloaded by patrons from the Internet is virus- or malware-free, and is not responsible for any damages to a equipment, data, or peripherals from the use of data downloaded with the Library's Internet service.

While the Library will attempt to provide patrons with as much privacy as possible, the Library is a public space and use of email and the Internet is not guaranteed to be private. Any messages relating to or in support of illegal activities will be reported to the proper authorities.

Other Equipment

The Library offers access to a photocopier and printer for patron use; printing may be performed from Library computers, or from mobile devices via the MobilePrint application. Printing costs 15 cents per page for black-and-white printing, or 50 cents per page for color; printing from a computer or phone may be paid with either cash or a credit card, while direct photocopying is cash only. The Library can only make change for small bills, and cannot guarantee the ability to break patron bills for printing purposes. The Library also offers access to a fax machine and a flatbed document scanner, both of which may be used by patrons at no cost.

Equipment in the Discovery District, including 3D printers, video game systems, virtual reality rigs, and any other technology, is provided for patron use only under Library staff supervision. Patrons may not activate or use D² equipment without a staff member present, and the Library reserves the right to request that a patron cease use of the equipment at any time. Patrons are required to abide by all safety precautions and warnings provided by the equipment's manufacturer, as well as this Library policy.