

# Butler Area Public Library Public Computer Policy

## Public Computers

### Butler Area Public Library Policy for Use of Public Access Computers

The Butler Area Public Library has 6 computers available for public use. All of them have high speed access to the Internet. Additionally, all have Microsoft Office applications including Word, Excel, Access, PowerPoint and Publisher.

Please read this policy thoroughly, as your computer privileges can be suspended if you do not abide by the following:

#### General

- Patrons must use their personal library card or photo ID to log onto computers
- Maximum of 2 persons per computer
- Music must be played at a volume that does not disrupt other patrons
- No X-rated content permitted
- Patrons must be 12 years old or have a PARENT OR LEGAL guardian present

#### Printing

- Library card must have enough money on it to cover printing costs
- Money can be added at any time at the reference desk
- If you are having trouble printing, please ask for assistance
- Report lost cards to the reference department BEFORE replacing at the front desk
- Black 10¢ / page
- Color 50¢ / page

#### Time

- Maximum time allowed per day is 180 minutes
- Initial session is 60 minutes
- Two possible extensions of 30 minutes each
- You must sign in at the "Sign-In Station"
- The "Sign-In Station" will only hold the computer for 5 minutes before moving on to the next user • Reference staff can tell you the maximum wait time, but time may be significantly shorter if other patrons do not use their full time
- Computers automatically shut down 15 minutes prior to closing every day

#### Agreement

All computer users agree to follow all regulations stated in this policy. All users agree to take proper care of equipment and to pay any applicable replacement costs of equipment that has been damaged due to their carelessness or negligence in reporting malfunctions to library staff. Failure to abide by this policy may result in suspension of future computer privileges.

**All users are presented our computer policies and MUST agree to them prior using a computer.**

# **Butler Area Public Library Public Computer Policy**

## **Free Wifi**

The library is an Armstrong Hot Spot where you may access Wifi at no charge.

## **Butler Area Public Library Wireless Access Policy**

I understand and agree to comply with all of the following conditions:

I will comply with all state and federal laws and the Butler County Federated Library System's policies and procedures.

I understand that open, unsecured wireless network "HotSpots" are freely and easily accessible (by design) from wireless enabled devices, therefore, due to this inherent "un-secured" nature, certain services have been disabled for your protection, i.e. SSL – secure socket layer (used in online banking).

I understand and acknowledge that the Internet contains information, both written and pictorial, which may be offensive or harmful to me or to others.

I release the Library from all liabilities associated with my viewing of, use of, or exposure to any information, machine readable file, picture, graphical representation, or illustration I may encounter while using this wireless connection, whether or not such information appears or is delivered through the station I operate.

I will not violate any state or federal statute including those regarding obscenity, pornography, or delivery to minors material deemed harmful to them.

I understand that I create, store, and use personal files at my own risk and that the Library is not responsible for the loss of personal electronic documents, diskettes, and/or files.

I understand and accept that my failure to comply with Library policies and procedures will result in Library penalties that range from suspension of Internet privileges through permanent eviction from the Library.

I understand that the Butler County Federated Library system reserves the right to change its public use workstation access policies and procedures.

I understand that individual Library staff members are not authorized to modify these policies.

I understand that individual Library staff will not offer hardware, network or laptop support in any way. And that it is my responsibility to know how to setup, configure and use my wireless enabled device for open, unsecured network access.

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*(Effective November 1, 2007)*

## **How to Connect to Our Wireless System**

The Butler Area Public Library provides internet access via an 802.11a/g wireless access point, which is compatible with 802.11b and 802.11g/a network cards. Most laptops are configured to connect to any available wireless connection using DHCP. In those cases you can simply turn on your laptop, let it automatically find and connect to one of the access points and begin surfing the web. Not all locations are adjacent to electrical outlets. For safety reasons, please do not run extension cords or power cords across aisles.

The most common problems occur when the laptop isn't configured to use DHCP, the laptop is configured to only connect to an incompatible wireless network, or both. If your laptop is not configured to use DHCP, see the instructions below. If your laptop is configured to only connect to an incompatible wireless network, you will need to know how to change that yourself or consult the documentation appropriate for your equipment.

Connect to whatever access point provides the strongest signal for the area you are working in. Again, you may need to consult your documentation for specific instructions with your particular wireless network card. Beyond these instructions, library staff cannot assist you with configuring your laptop.

### **Resetting Your Laptop to Use DHCP**

Remember - follow the instructions appropriate to your operating system!

#### **Windows XP**

Start > Control Panel > Network Connections.

Right click on your wireless Network Connection and choose Properties.

Under the General Tab, highlight Internet Protocol (TCP/IP) and click Properties. Make sure that "Obtain an IP address automatically" and "Obtain DNS serve address automatically" radio buttons are selected.

Click OK. If prompted to reboot, do so.

#### **Windows 2000**

Start > Settings > Control Panel.

Open Network Connections.

Right click on your wireless Network Connection and choose Properties.

Under the General Tab, highlight Internet Protocol (TCP/IP) and click Properties. Make sure that "Obtain an IP address automatically" and "Obtain DNS serve address automatically" radio buttons are selected.

Click OK. If prompted to reboot, do so.

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## **WindME/Win98**

Start > Settings > Control Panel.

Open Network.

Under the configuration tab, find the TCP/IP for your wireless NIC.

Highlight then click Properties.

Under the IP Address tab, make sure the radio button next to "Obtain an IP address automatically" is selected.

Under the Gateway tab, remove any installed gateways if present.

Under the WINS Configuration tab, make sure the radio button next to "Use DHCP for WINS Resolution" is selected.

Click OK. If prompted to reboot, do so.

## **Disclaimers**

*The Library does not offer peripheral equipment (power strips, wireless network cards, mouse pads, cables, printers, etc.) to the public. No guarantee is provided that a laptop will be able to make a successful connection.*

**The Butler Area Public Library assumes no liability for any loss or damage to the user's data or equipment or other injury that may occur from the individual's use of the Library's Internet services.**