

## **COMPUTER USAGE**

PC workstations are available for public use. Your library card gives you access to the following services available on library computers:

- Internet access
- Word processing
- Spreadsheet and presentation software

### **Computer FAQs:**

#### **How do I sign up to use a library PC? Can I reserve one in advance?**

PC use is on a first-come, first-serve basis. No advance reservations are accepted. The Library uses an automated system to manage the PC waiting list. Please check with Reference staff to find out how to add your name to the waiting list and how you will be notified when a PC is available.

#### **Do I have to have a library card to use the PCs?**

You must use your own library card to access a PC and provide the Personal Identification Number (PIN) for the account. No more than 2 people can be present for a PC session.

#### **What if I forget to bring my library card?**

If you are a Franklin Lakes resident, please check with the Circulation staff on the first floor to look up your barcode number. If you are not a cardholder, please check with the Reference Desk staff to obtain a guest pass.

#### **How long can I use a library PC?**

As a FRLK cardholder, your PC session will last 1 hour. You will be offered an opportunity to extend your session beyond the first hour if PCs are not in heavy demand. Out-of-town cardholders and guests may use a PC for one session per day up to a maximum of 60 minutes.

#### **How will I know when my time is up?**

You will receive a warning message when your computer time is ending. Please finish your work promptly, as you will be logged off automatically when your session time expires.

#### **Can I print?**

There is a \$0.10 (ten cents) per page cost to print. You must pay for all pages that you print; so please check the number of pages in advance.

**Can I download files?**

You can download files to your own disk or other compatible storage device. Many library computers now have accessible USB ports that accommodate flash memory drives.

**Is staff available to help me on the computer?**

Library staff cannot provide one-on-one instruction in the use of software or other PC applications, but can often suggest appropriate programs or resources. We do offer periodic training [classes](#) in PC skills and use of online resources.

**Can children use the Internet at the library?**

Internet access is available for use by children. The library strongly encourages parents to monitor their children's use of the Internet to insure that it is consistent with their family values and boundaries. Computers are available for usage in the Children's Department.

**Can I check my e-mail from a library computer?**

You may use library PCs to check your e-mail account.

**What kind of research can I do from library PCs?**

As a cardholder, you can use online [Reference Databases](#) that contain valuable information and resources not freely available on the Internet. For example you can find:

- [Full-text newspaper and magazine articles](#)
- [Up-to-date health and consumer information](#)
- [Financial and company data and business directories](#)
- [Practice tests for academic and licensing exams](#)

**Can I access these resources from home or my office?**

You can access BCCLS databases from your home or office PC. You will need your library card and PIN. Certain databases located on the library's homepage are available for Franklin Lakes residents only.

Violation of any of these policies will result in the loss of computer privileges.

**Miscellaneous**

- You may not reconfigure software on library computers or load your own software. Library computer equipment and furniture must not be moved or adjusted.
- You must obey copyright restrictions applicable to PC use and will be held responsible for any damage caused by neglect or intentional abuse of library

PCs.

- The library assumes no responsibility for any failure of machinery or software or for power outages and any subsequent loss or damage to your work.
- The Library's Internet resources may be used for educational, informational and recreational purposes ONLY.
- NO GAME PLAYING IS PERMITTED in the Technology Area on the second floor.
- Blogs, chat rooms, "My Space" (or similar domains) AND instant messaging are not permitted.
- The Library's Internet resources MAY NOT be used to conduct a business or commercial enterprise, or engage in commercial activity such as the distribution of advertising.
- Computer set ups and software data MAY NOT be altered in any way, even for temporary use.
- The deliberate propagation of computer worms and viruses, the transmission or use of threatening, harassing or abusive language or images will not be tolerated.

**The Internet must be shared and used in a manner which respects the rights of others and refrains from activity that prevents others from using it.**

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