

Computer Services

at the

Grace A. Dow Memorial Library



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INTERNET ACCESS COMPUTERS

The Grace A. Dow Memorial Library provides filtered and unfiltered public access to the Internet. Use of the unfiltered access is restricted to those who are 18 years of age or older, and children under the age of 18 accompanied by parent or legal guardian. Unfiltered computers are located in the Adult Services area. Staff may request identification to use the unfiltered computers. All Internet access in the Youth Services area is filtered. Parents are strongly encouraged to monitor the use of the Internet by their children.

Internet access is provided at no charge. In order to use the Internet computers, you must have a library card or a computer access card. Applications are available at the Checkout Desk. First time users must have their card activated by a librarian at the Reference or Youth Services Desks. Please ask a librarian for assistance as needed in using the computers.

Use of the public Internet computers is limited to one hour per person per day. This hour may be used at one time or in increments throughout the day. This one hour time limit is applied to users, not to computers and use of another person's library or computer access card to extend the time is prohibited.

Monitors must remain in the forward facing position at all times. Loud talking and cell phone use are discouraged. Please notify a librarian if others at the computers are creating a disturbance.

You may print one black and white page per day at no charge. Additional printing is 10¢ per page. Color printing is available at \$1.00 per page.

You must agree to adhere to the Grace A. Dow Memorial Library Acceptable Use Policy.

To Log-in:

- At an available PC **click** in the box “Click Here to Start Session”.
 - In Library Barcode box, **enter** your library card number or computer access card number – 14 digits with no spaces.
 - In the Password box, **enter** your library PIN (usually the last 4 digits of your phone number).
 - **Click** “OK” or **press** “*enter*” key twice.
 - A time box will appear that shows the 60 minutes in your session and will begin counting down.
 - **Minimize** the time box.
 - First time users will be prompted to read our Internet Policy and must **click** “Accept” to use the Internet.
 - To BEGIN your session, **double click** on the Internet Explorer icon
 - To END your session: Please close all open windows, maximize the timer box and **click** on “Click Here To End Session” button. You will be prompted: “You just asked to end your session. Is this what you want to do?” **Click:** “Yes”.
 - If you do not need to use your whole hour in one session, the computer will save your remaining minutes for use at another time that day. Note: *You cannot log-in if less than 5 minutes remain.* The hour starts over the next day. Failure to END your session leaves your computer time open and available for anyone to use.
 - **Please see a librarian if you need help.**
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CATALOG ONLY COMPUTERS

- A searchable database that organizes materials the library owns and shows where these materials are located. You can also use the catalog to view your account to see what you have checked out, on hold, and to renew items.
 - Located in the new books and non-fiction areas on the first floor and in the Youth Services area in the Lower Level.
 - No log-in needed unless viewing your account.
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TAX COMPUTER

One public computer is made available during tax season for reading and printing tax forms and instructions. Its use is limited to tax-related websites.

ADA ACCESSIBLE COMPUTER

Specialized equipment is provided on the main floor in the Reference area for users with special needs. Software installed includes a web browser, **Jaws**, **MAGic**, and **Open Book**. Contact the Reference Desk for assistance.

GENEALOGY COMPUTER

Located in the Local History and Genealogy Room, the library has one computer that is set up especially for researcher's needs. There is no time limit, but it is restricted to genealogy sites. The library subscribes to the online resources: Ancestry Library Edition, Heritage Quest, America's Genealogy Bank & America's Obituaries. Patrons may suggest that other web sites be allowed.

WORD PROCESSING COMPUTERS

Two computers equipped with Microsoft Word are available for use in the Reference area. These machines are not Internet accessible but users may import/export documents with a Flash Drive or 3¼" floppy disk. There is no charge to use the word processing computer. Printing must be paid for by purchasing paper (10¢/sheet) at the Checkout Desk.

GAME COMPUTERS

Two computers are pre-loaded with educational and entertaining software for young children and are located in the Youth Services area. No log-in is needed. They are available on a first come, first served basis. Headphones are provided for the use of the child & parent. Please ask a librarian at the Youth Services Desk if you need help.

LAPTOP RENTAL

Laptop rental is for use only within the Library.

Laptops allow the user to access the Internet through the Library's wireless network in most parts of the building.

- Operating system is Windows XP
- Equipped with Microsoft Office 2007 products including Word, Excel and PowerPoint
- Able to upload to the Internet or download to a writable disk or flash drive. *Please note that any programs or documents saved to the laptop will be erased after each individual use so the user is encouraged to use external storage for saving their work.*
- Borrowers may check out a laptop provided they meet the following requirements:
 - ✓ Are 18 years of age or older
 - ✓ Have possession of a Driver's License or State Identification Card
 - ✓ Have a library account in good standing. Users eligible for an in-district library card must obtain one. Borrowers not eligible for an in-district library card may check out a laptop on a special laptop card if they meet the above qualifications.
- To check out a laptop borrowers must read and sign the "Laptop Borrower Agreement" and leave a Driver's License or Identification Card at the Checkout Desk for the duration of the rental.
- The borrower is responsible for paying for damages or theft of laptop during the time of rental.
- *The first hour of use is free of charge. Each additional hour or partial hour may be rented for a charge of \$2.50 per hour or partial hour.*
- Printing is available. The first page is free and each additional page is 10¢. Pick up the print-outs at the Reference Desk.
- Laptops must be returned an hour before closing.
- Please contact the Reference Desk with questions regarding the laptops.

WIRELESS ACCESS

In most cases, using the wireless connection at the library will **not** require you to make adjustments to your computer. If you regularly connect to other wireless networks or you have a new computer, you may have to tell your computer what network to connect to.

You will need to have a laptop computer with a wireless card with 802.11b or 802.11g network compatibility. This is the standard and most newer computers will have this.

The library has several independent wireless nodes. These are the network names for Library Wireless:

NAME	LOCATION
LBMezzanine	2 nd floor mezzanine
LBFIC	Main floor fiction & Genealogy
LBNonFic	Main floor nonfiction stacks
LBConfRm	Lower level conference rooms, Cup & Chaucer Coffee Bar & Teen Spot
LBYS	Lower level Youth Services
LBLounge	Lower level, Library Lounge

To connect to the library wireless network, please follow instructions below for Macintosh:

Macintosh OS 8 & 9

1. Select **Apple Menu > Control Panel > TCP/IP**
2. Connect via **AirPort** or other wireless (WiFi) Ethernet
3. Configure **Using DHCP Server**
4. Leave Name Server and Additional Search domains blank

Macintosh OS X

1. Select **Apple Menu > System Preferences > Network button**
2. Select **TCP/IP** tab and configure **Using DHCP**
(above the TCP/IP tab, you may need to configure via AirPort or other wireless (WiFi) Ethernet)
3. Leave Domain Name Servers and Search Domains blank

To connect to the library wireless network, please follow instructions below for Windows:

Windows Vista

1. Click on round Windows logo (formerly the Start button)
2. Click **Connect To** in right hand panel (in the “connect to a network” box)
3. Click on network you wish to connect to (see table at left)
4. Click **Connect**
5. Window informs you that “*LBFIC (for example)* is an unsecured network”
6. Click on **Connect Anyway** (Please note: If asked for a network type select **private**)
7. **Do not check** “Save this network”
8. Click **close**
9. Open your browser (Internet Explorer, Firefox, etc.) or click refresh button (or F5) in your browser

Windows XP

1. Click **Start**
2. Click **Connect To**
3. Click **Wireless Network Connection**
4. Click **View Wireless Networks**
5. Click on network you wish to connect to (see table at left)
6. Click **Connect**
7. Open your browser (Internet Explorer, Firefox, etc.) or click refresh button (or F5) in your browser



Important Wireless Access Information

- The wireless service is open public access. Users should use caution with confidential data and utilize the available service at their own risk. **No password or log-in is required.**
- The library is not responsible for any changes to personal laptops resulting from connection to the wireless network or for damage, theft, loss of equipment, software or data files.
- Library staff cannot provide assistance to troubleshoot your equipment. Staff can assist in finding information to allow you to fix your computer.
- Wireless access in the library is filtered. To access the Internet, please read and accept the library's "Internet Acceptable Use Policy".
- Wireless access is available in most areas of the library; however, you may have to reconnect if you move from one area to another. Wireless is also available in library conference rooms and the Lounge.
- Wireless is not available in some designated areas of the library, such as the Quiet Room. Please check at the Reference Desk if you fail to get a signal.
- You may plug your laptop into electrical outlets in the library. Please take care that the cord does not extend across walkways or cause a tripping hazard.
- The library's web address is: **www.midland-mi.org/gracedowlibrary** You can access the library catalog and library databases. Database access will require your library card number to login. Databases not available remotely, such as **Value Line** and **Ancestry**, will not be accessible via the wireless network.
- **Printing is not available.**