

software will launch with your barcode identifying you as the person sending the item(s) to the printer. There will be a field for you to enter your name or alias to the document, and the software will tell you how many pages you are about to print and how much it will cost. Click on YES if you are ready. Once you have done that the software will let you know your document(s) can be picked up at the front desk.

### **Permanent Library Card vs. Temporary Passes**

As well as use of the Internet computers, your permanent library card allows you to check out books, place a hold on an item, request interlibrary loan materials, and renew your books. However, it must also be kept free from fines or overdue items. Patrons with permanent library cards wishing to get a temporary pass cannot do so. If you are a new patron, once your account is created in our library database you will be able to log into the Internet computers.

Temporary passes for use of the Internet computers are issued for three months, they are only for computer use, and they are issued ONCE. Patron with temporary passes wishing to get a permanent library card may do so.

### **Logging In and Logging Out of the Computers**

For patrons using a permanent library card, at the sign in screen, type in your first name, last name, and full library card number. Your first and last name do not have to be capitalized, but **DO NOT FORGET TO PUT A SPACE AFTER THE P IN THE BARCODE**. Click on [Login](#). If you are using a temporary pass, type in only your barcode, then click on [Guest Login](#).

When you are ready to log out of the computer, make sure you have logged out of **ANY** personal accounts (ex. Gmail, YouTube, Facebook, personal accounts, banking, taxes, school related accounts, etc.) and then click on the [Log Out](#) button at the bottom right hand corner of the screen. We are happy to extend your time if no one else is waiting. Just ask one of our staff members. **DO NOT POWER DOWN THE COMPUTER**. Powering down the computer while you are still logged in will lock your barcode until the next business day.

You will notice a window to the top right when you sign in that lets you know how many minutes you have left in your session, and you will receive notice from the print management software to save your work as you get close to the end of the session. The only way to save your work is to a flash drive. **THE LIBRARY CANNOT SELL, LOAN OUT, OR PROVIDE USERS WITH A FLASH DRIVE.**

### **Your Library and Your Privacy**

You are encouraged to use your best judgment when filling out forms or sharing personal information on the Internet. We cannot guarantee privacy, safety or security. While the library makes every effort to maintain the security of its computers, no system is fool proof. Additionally, the library cannot guarantee the authenticity of any web site. Library staff cannot control access points that change rapidly and unpredictably. Library staff cannot control the speed of Internet access during times of peak Internet usage.

We provide wireless internet for our patrons who like to bring their own laptops or wireless devices so that they may also use this service. We urge all of our patrons to use good judgment when using a public wireless system, as no system is absolutely secure.

Due to privacy laws and for your own protection, information cannot be saved on the hard drive of the computers.