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## Internet Usage Guidelines

Workstations are available on a first-come, first-served basis whenever the library is open. Sign in at the desk to use an Internet workstation. There will be no advance reservations.

You must have a current library card to use the Internet.

Each customer is limited to 30 minutes or 60 minutes (depending on branch) of Internet access per day. Total minutes can be used over one or more session(s) per day. CybraryN software keeps track of time used on the Internet. The program does not keep track of anything other than the amount of time used per day. There is no time limit for customers using the wireless network.

No more than two customers are allowed per workstation.

If you leave the workstation during your session, except to retrieve printouts from the networked printer, the workstation will be considered available for the next customer.

As time permits, library staff is available to introduce Internet access, to provide some beginning instruction on its use, and to offer searching ideas. Links to short tutorials and to sources for classes and training are available on the library's web site.

Printing is five cents per page.

If you wish to listen to audio material on the workstations, you may bring your own headphones.

The library does not provide headphones. The library allows the use of headphones only; do not connect speakers or any other audio devices to the workstations.

If you wish to download files from the Internet, you may bring your own floppy disk or USB drive. Floppy disks should be high density, 3.5 inch disks, formatted for DOS/Windows.

Preformatted floppy disks are available for sale at the circulation desk for \$.50 per disk.

**Warning: Virus-checking software on the workstations will not protect your computer if you use program files downloaded to a floppy disk or USB drive. If you are concerned about computer viruses, you should install and use virus protection software on your own computer.**

E-mail accounts, news groups, and chat lines are not supported.

Do not install your own software programs on the library's computers. Do not attempt to restart the computer or otherwise intervene with the normal operation of the computer equipment or software, including printers. Modifying or tampering with library computer equipment or

software is considered vandalism and may result in legal action. If there is a problem with the workstations, please notify the library staff.

The Internet is not a secure environment. Customers handling financial transactions or other activities that require confidentiality do so at their own risk.

### **Specific Guidelines for Wireless Network (WiFi) Users:**

The service is free to all Library customers. Customers bring their own wireless-enabled laptop computer or other wireless device to the Library to use the service. The Library does not loan laptops, wireless cards, or PDAs.

Wireless network users agree to abide by the Library's *Internet Use Policy*.

Library staff cannot disable the filter on non-library computers.

Library personnel are not able to help wireless network customers configure their laptop computers or other equipment. Everyone's computer is different; the Library cannot support customers' equipment configurations. The Library cannot be responsible for any changes customers make to their equipment.

Printing is not available from laptop computers. If you need to print something, save your work to a disk or e-mail the files to yourself and then sign up to use a library computer that is connected to a printer.

Your information is not protected while using the wireless network. Keep this in mind when accessing sensitive or personal information.

A fully charged battery is recommended. Public electric outlets may not always be available.

Customers may not string electrical cords across areas where people may be walking.

Customers may not plug equipment into the Library's computer network or computer equipment.

Customers may not unplug the Library's equipment for any reason.

Use of webcams is subject to the photography and videography policy that governs all audio and visual recording in the Library.

**URL: <http://www.sppl.org/userguide/internet-usage.html>**

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