The Northville District Library offers computers to the public for use in accessing the Internet, including 2 that are equipped with Adaptive Features for patrons with restricted vision. Microsoft Word, Excel and Powerpoint are installed on all these computers. There are 17 Public Computers on the Lower Level near the stairs and 3 in the Local History Room. The Library also offers 2 Express workstations. The Express computers cannot print and usage is limited to 15 minutes.

Please refer to the Northville District Library Policy on Internet Access for a full explanation of the Library's philosophy of services in regard to use of the Public Computers and the Internet.

The following guidelines detail the process of using and printing from the Internet computers, and are formulated for fair and equitable use of the library's resources.

1. Residents of Northville (city and township) and TLN reciprocal communities must have a valid Library card to sign up to use a computer. Non-residents (outside of Northville or a community with reciprocal borrowing in The Library Network) may be issued a visitor card good for one day only. They must present a piece of valid identification to obtain a temporary visitor card. No one may use the public internet computers without either a library card or ID. To use the computers, it is also necessary to enter the PIN for that card.

2. Time on the Public Computers is limited as follows:

   With a Valid Library Card:
   Maximum of 3 hours per day, Session length one hour

   Visitor Card (provided with valid ID):
   Maximum of 1 hour per day, Session length one hour

   Express Workstation (NO LOGIN, NO PRINTING):
   15 minutes, 1 session

   Extensions on time allowed are provided ONLY when there is no one else waiting.

3. Printing from the Public Computers is available via the Library Payment Center and must be retrieved by using a Library Card or Visitor card that has money placed on it.
   - Cost is 10 cents per page for black & white, 50 cents per page for color.
   - Patrons should place money on their Library Card following instructions on the machine, or see the staff at the Reference Desk for assistance.
   - The Library is not responsible for any money left on a lost Library Card.
   - Printouts are retrievable only on the day the print job was sent to the printer: print jobs are not stored and thus not retrievable the next day.
   - Patrons can place low weight bond paper, envelopes and other specialty sized pages into the printer ONLY for their own print jobs (placed in tray MPT1). The Library is not responsible if someone else prints on your paper.

4. Patrons with restricted vision will have priority access to the specially equipped Adaptive Features computers (SN09 and SN10). You will be asked to vacate an Adaptive Feature workstation if there is a patron who requires these special software and hardware features.
5. Patrons MAY NOT insert anything into the computers other than blank CD-R or CD-RW disks, blank DVD-R or DVD-RW disks, USB Storage drives, Compact Flash and other Multi-media formats, headphones, or other approved media. If not sure about what is approved, please see staff at the Reference Desk.

Patrons can use floppy disks by requesting a floppy drive from the Reference Desk.

Patrons may NOT insert Zip Drives, or any unapproved media and peripherals. In addition, external peripherals, such as mice, joysticks, printers, keyboards, and other peripherals not listed may NOT be installed or used with library equipment.

Patrons may not unplug the network cables from any network attached computer in the Library.

Headphones are available upon request at the Reference Desk.

6. For security purposes, the Library does not allow installation of ANY software of ANY kind by patrons. This includes Portable Applications from Flash devices of any kind, portable hard drives, CD/DVD media, or any unapproved software/hardware solutions.

7. Library staff are available to provide limited assistance in basic Internet use, such as help in navigating the Internet. The Library offers classes and tutoring at both the beginning and advanced level in using the Internet at scheduled times.

8. Users are responsible for any damage, physical or electronic, they cause to computers and other peripherals. Parents or legal guardians are responsible for any damage done by their children.

9. The library reserves the right to limit the number of patrons using one Internet computer at a time.

10. The use of library equipment to access material that is illegal, obscene, or harmful to minors is prohibited (see the Library’s Policy on Internet Access).

11. Cell phones may not be used while at the Public Computers. Users should go to the designated area near the elevator to use their cell phones if necessary.

Any violation of these Guidelines or the Library’s Policy on Internet Use may result in loss of library privileges, immediate expulsion from library, and/or contact of local authorities as required. Any attempt to circumvent any aspect of the Library’s network and/or computer security or user sign-up system will result in immediate loss of privilege.

Formerly Guidelines for Internet use. Staff server: Procedures, Staff
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