Northville District Library
Guidelines for Public Computer Use

The Northville District Library offers computers to the public for use in accessing the Internet. All are equipped with software options for patrons with restricted vision. Large Print Keyboards are available by request. Microsoft Word, Excel and Powerpoint are installed on all these computers. There are 12 Public Computers on the Lower Level near the stairs and 2 in the Local History Room.

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 5 hours per day, Session length one hour

   Visitor Card (provided with valid ID):
   Maximum of 2 hour per day, Session length one hour

   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.
   • Credit Cards may be used to pay for printing. A minimum of $5 must be added to a card or used to pay directly for printing.
   • 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. All public Internet workstations have NVDA and MS Screen Reader enabled. If you require a large print keyboard, these can be made available at request.

5. Patrons MAY NOT insert anything into the computers other than USB Storage drives, Compact Flash and other Multi-media formats, headphones, or other approved media or peripherals. If not sure about what is approved, please see staff at the Reference Desk.

Patrons can use floppy disks and CD/DVD Disks by requesting a USB floppy drive or USB CD DVD Drive from the Reference Desk. 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. The Library does not provide help or guidance for the installation of any software on public computers, nor can it guarantee the compatibility of any attempted software installations. Any installed software will be removed when the workstation reboots, no exceptions. Workstations are optimized for the software installed by the Library

7. Library staff are available to provide limited assistance in basic Internet use (15 minutes or less), such as help in navigating the Internet or use of software or services provided by the Library. The Library offers classes and tutoring at both the beginning and advanced level in using the Internet at scheduled times.

8. For privacy purposes, computers are reset to a base setting at the end of each session. Anything saved on the computer desktop or hard drive during your session will NOT be available upon reboot. You are responsible for saving your data to an external storage source.

9. 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.

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

11. 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**).

12. 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.

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