



Ridgefield Library

472 Main Street Ridgefield, CT 06877 (203) 438-2282

COMPUTER USE GUIDELINES

Logging On to the Internet/Databases Computers

- Ridgefield and other Bibliomation library card holders may go to any computer with a red number and enter their barcode (Library Patron Code). Computer usage will not be affected by any fine amount on patron records, but expiration dates must be current. Ridgefield patrons can renew their cards at the Circulation Desk or ask for a Guest Card.
- Library staff will look up card numbers for Ridgefield patrons without their cards.
- Those with cards from other Connecticut libraries can use these cards after registering them at the Circulation Desk or they may use a Guest Card.
- Out-of-state visitors may obtain Guest Cards at the Reference or Children's Desks.

Computer Sessions

- On weekdays and Saturdays, users have one 120 minute session and, if computers are available, may log in for a second 120 session after a five minute waiting period between sessions. Work may be saved before the end of the first session to the Patron Drive, a floppy disk or a flash drive if a second session is desired. Items saved to the Patron Drive are retrievable from any computer with a red number.
- Sunday sessions are 90 minutes (1 and 1/2 hours total time for the day).
- A navigation toolbar with an indicator of session minutes remaining will appear on the lower part of the screen. Users will be given two onscreen warnings of session endings; at five minutes and one minute.

Computer Reservations/Queuing

- Reservations may be made when all computers are in use at the Reservation Station.
- Reserved times must be begun within 10 minutes of the time requested or the session will be forfeited.
- Reservations must be made in person.

Printing

- Patrons can choose to make color (25 cents per page) or black & white (10 cents per page) prints.
- **Before printing, patrons should use the File, Print Preview option to determine the number of pages needed and exactly what will be printed on each page.**
- Paying for prints – Credit will be placed on library/guest cards or you may purchase a print code card.
- Credit and/or print code cards can be purchased at the Reference Desk.

Using the Microsoft Office computers

- No log-in is required, and there is no time limit on these computers.
- Documents must be saved to a personal disk (or one purchased at the Reference Desk for \$1) or saved to a flash drive (yours or ours) as printing from these computers is not an available function. Printing may be done by Reference librarians or by logging on to an Internet/Databases station.

General Guidelines for Computer Use at the Ridgefield Library

- Public computer stations at the Ridgefield Library provide access to library catalogs, the Internet, specialized subject area databases and Microsoft Office applications. Not all stations offer all services; signs posted on top of each unit indicate what is available at that location.
- Computer access is available on a first-come, first-served basis. Computers with public Internet access and other services are located in the Reference and Children's Services areas; procedures for use differ in some respects between these two departments. Please check with a librarian for details.

- Patrons may use their own CDs, CD-ROMs, DVDs and other electronic media in library computers at their own risk.
- No files or programs may be downloaded to or installed on library hard drives without permission. Computer settings may not be changed by patrons.
- The Library reserves the right to terminate an Internet session at any time for inappropriate use.
- Misuse or abuse of workstations, software or the Internet will result in suspension of computer access privileges.
- The Internet is a powerful tool for finding information, but it is only one of many available library resources. Patrons are urged to ask a librarian for assistance in finding the best sources for their research.