

Computer Use Policy

Adopted by Board of Trustees 05/18/10, Updated 12/08/15

Using a Library Computer

Scan your library card (barcode) at the sign-in computer.

If you are not a resident please request a visitor pass at the front desk.

The system will then assign you to one of the public computers.

Once you log-on using you card number and PIN (password), you are permitted one TWO hour session per day. Please watch your time.

The Internet provided by the Howland Public Library is unfiltered in order to ensure access to vital medical and other information. However, filters are available on some search engines and web portals (ex. Bing/MSN, Google, Yahoo).

Printouts are \$0.15 per page. Please use Print Kiosk to pre-pay for prints. It is a good idea to use the Print Preview screen prior to printing.

You may use your own thumb drives (flash drives) in the public computers.

If you need help, please ask a librarian or a member of the front desk staff for assistance. However, do not wait until your time begins to run out to ask for help or try to print.

The public computers are automatically turned off a10 minutes before the Library closes. Please make sure to save and/or print your work before then.