

William K. Sanford Town Library Internet Use Guidelines

- Internet accounts at WKSTL are free for all residents of Albany and Rensselaer Counties possessing a valid library card in good standing.
- Non-residents may purchase a library card for \$25.00 per year or pay a daily use fee of \$1.00 for 2 one hour sessions per day based on availability.
- Patrons who do not present a valid library card will be charged \$1.00 for card lookup or a 2 hour guest pass.
- Persons under the age of 18 must have signed parental authorization in order to use the Internet.
- Children under the age of 8 must be accompanied by an adult.
- Patrons may use the Internet for a total of 2 hours per day
- No more than two users at an Internet station at one time.

Login Instructions PC Reservation Sessions

- Patrons may scan their Library Cards, or manually enter the Library Card number at the reservation station.
- Patrons can sign in by using their own Library Card.

The PC Reservation login screen includes two fields labeled:

1. LIBRARY CARD NUMBER:
2. PIN:
 - Enter LIBRARY CARD NUMBER.
 - Enter the 4 digit pin number provided on the receipt.
 - For sessions not made at the reservation station just enter library card number at the computer. A pin will automatically generate on the screen & you may begin your session.
 - Please click on "Done" to end your session.

Internet Policy regarding Obscene Materials

By clicking "I agree" you understand that, in addition to agreeing to follow stated library policies, using library computers in any way that goes against the laws of New York State or the United States, such as displaying sexually

explicit images, is strictly forbidden and may result in loss of library privileges in addition to any legal penalties you might incur.

Wireless

- Our wireless networks include TRENDNET and D-LINK.
- Right-click the wireless network connection icon in your taskbar, as shown below, and then click **View Available Wireless Networks**.



- The Wireless Network Connection dialog box appears. If no networks appear, click Refresh Network List in the upper-left corner.
- Click on wireless network TRENDNET/D-LINK and then click Connect.

Windows will briefly change the network's connection status to *Acquiring Network Address*, and then to *Connected*.

Printing

- Single-sided page -- 10¢
- Double-sided page -- 20¢
- Color -- 75¢

Downloading

- Downloading of files that require installation of a program not accessible from the desktop is not allowed.
- Digital cameras that require software installation will not be supported on our computers.

Shortcuts on our PCs

Adobe Reader
Calculator
Microsoft Word, Excel, and PowerPoint

MSN instant messenger

My Documents

Open Office

Paint

Shortcut to floppy, CD/DVD drive and USB/flash drive

Windows Media Player

Windows Messenger

Browsers

Microsoft Internet Explorer

Mozilla Firefox

Google Chrome

Saving Your Work

Patrons can save files to personal external devices such as flash drive, floppy disk, or My Documents folder. The library is not responsible for any files saved in My Documents as these files will be periodically deleted.

For sale at the Information Desk

- Floppy disk -- 25¢
- USB/flash drive -- \$10.00