Computers for Public Use

Public use computers are the desktop and laptop models supplied by the Library to patrons for research, email, printing (charges apply), Internet browsing, social media use, and for other entertainment purposes. The Library has desktop computers and laptops for patrons to use. The PCs use the Windows operating system, and include Microsoft Office Suite and other programs. The Library has two Macs on which patrons may use Adobe's Creative Cloud Suite and other programs. There are 7 Online Public Access Catalog (OPACs) computers throughout the Library which patrons may use to browse the catalog. PAC computers are designed solely to assist patrons search, locate, and request items.

Public Use Guidelines and Agreement:

- Inherent to signing on to any public use computer in the Library is the agreement to abide by all Library policies and staff instruction.
- Patrons must sign in with their own Library card number at the designated public access computers. Patrons are given one-hour computer sessions. If no one is waiting to use a computer, session time may be automatically extended and patrons may have multiple sessions per day.
- Visitors who would like to use computers can obtain one guest login number from any public service desk. Guest logins are only good for one 60-minute session. Guests are limited to one number per person, per day. The Library recommends that you register for a Library card if you are living in Rhode Island for one month or more.
- To save or download files the Library recommends using a USB flash drive, or upload to a web storage service such as iCloud or Google Drive. Please note that documents saved on the hard drives of our public computers are not secure and are deleted any time a computer needs to be rebooted during the day and when they shut down upon closing. The Library will not be responsible for files saved to the hard drive and will not conduct searches for deleted files after a restart or reboot.
- Patrons must not change any settings, including Internet settings and display settings. Computer use privileges will be revoked if staff members find that changes to setting have been made while a computer is assigned to you.
- Please report any problem or malfunction to a staff person. Patrons should not reboot a computer that has malfunctioned, unless a librarian has instructed the user to do so.
- Software applications for which the Library has licenses are the only applications available for public use. No other software may be installed by patrons.
- Reference librarians can help with some computer problems, but patrons are advised that the librarian's first priority is to give reference help. Not all staff members are trained in assisting visitors who have computer questions or need assistance.
- Library computers are scanned by Norton Anti-virus software to check for computer viruses.
- Patrons must use disks and flash drives that they know to be clean and safe.
- Patrons using the Library's computers must agree to take proper care of all hardware, software, and related materials that are the property of the Newport Public Library.

- Adult computers #1-20 are available for Internet access and MS OFFICE applications. These are the computers adults should use for general Internet searching, email, and word processing. Computers 21 & 22 may be used for scanning documents and emailing documents. Other public access computers may be designated for use by children and their parents, young adults, homework assignments, or for searching the OPAC only.
- Printing from computers costs 15¢ per black ink print and 30¢ per color ink print, whether patrons use our paper or their own. Users are responsible for all prints. The Library is not responsible for the quality of print jobs sent from the Internet to the print-release station. Users retrieve their print jobs at the self-service print-release stations at the Reference or Children's desks.
- Remote printing is also available through the PrinterOn service. This service allows users to print from home and pick there prints at the library. Regular printing charges apply.
- The Library also loans laptop computers within the building to patrons 18 years and older. See separate policy for Laptop Loans. Patrons may also use their own laptops to access our wireless network. The Library's Internet Usage Policy applies to these uses.
  - Liability: The Newport Public Library is not responsible for any loss of data caused as a result of a patron's use of the Library's computers. The Library is not responsible for any damaged, lost or stolen data storage devices, personal laptops or other devices used by patrons in the Library.