



WELCOME TO THE PEOPLE'S NETWORK

All Hampshire libraries have computers (the People's Network) giving you free access to the Internet and Microsoft Office software. Each library also has a scanner and at least one computer with extra features to help people with disabilities. The computers are free to use, but there are charges for printing and for buying a CD to save work.

- **If you have your library card number and PIN** you can use any available computer immediately. Ask library staff if you do not know your PIN.
- **If you do not have a library card**, ask staff how you can use the computers.

All users must agree to our conditions of use as they log on to the computers.

You can have a single session each day when there is a computer available. Further sessions may be available if you ask library staff. The length of the session depends on the computer you are using.

You can pre-book a computer for 1 session up to 7 days ahead at some libraries, if you have a library card. You can book online while using the library computers, or ask a member of staff. You will need your library card number to book.

Some large libraries have a queuing system to allocate the next available computer to people who are waiting.

You can print from the computers in full colour. **You can save to CD-R** or to a USB device. Every library sells CD-Rs. You cannot save to floppy disk.

Children and young people aged 9 to 15 can use the computers once their parent or guardian has signed a form giving them permission to do so. Children aged 8 or under can only use a computer when a parent or carer aged 16 or over is using it with them.

There is more detailed help in English on the computer and staff can help with basic tasks. Common computer terms are translated into many languages on the Becta website:

http://schools.becta.org.uk/index.php?section=iu&catcode=is_el_cl_re_04&rid=9877

How to log on to the computers

Click on OK to start

Click on OK to agree to the Conditions of Use

On the log in screen:

- Type your library card number (including the B) or guest account number into the first box.
- Type in your password in the second box. If you have a library card use your PIN as the password.

It's free to join the library and borrow books, just ask a member of staff. DVDs, CDs, and Playstation games are available for a small charge, except on a temporary ticket. Information in various languages at: <http://www.multikulti.org.uk/en/education/welcome-to-your-library/>