
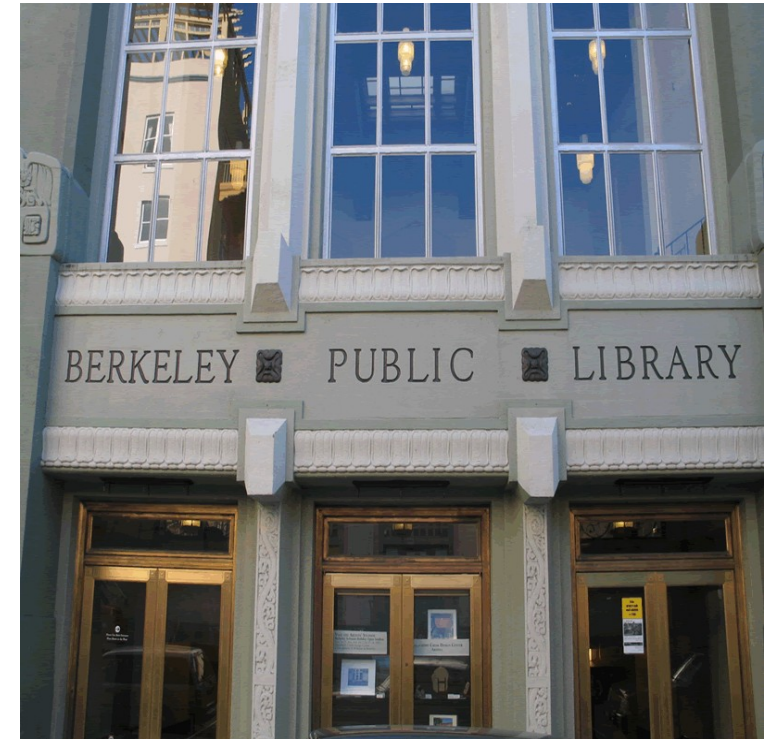




## BPL Public Use Computer Policies

- You must have a Berkeley Public Library card to log into the system. If you are visiting from out of town, please see the Reference Desk on the 2nd floor.
  - Computer use will be restricted to patrons with less than \$100 in library fines. Please see the circulation desk if you have \$100 or more in fines and need to work out a payment plan to reduce your fines.
  - You must know your PIN number, which is the last 4 digits of the phone number entered into your library card account.
  - You may choose a 30-minute computer, 1-hour computer, or a 2-hour computer for extended services patrons. Computer time is available in these increments until 10 minutes prior to closing.
  - Cardholders may use up to two hours of computer time each day at Central or one hour per day at Branches.
  - The Library has installed time-out software that tracks computer use and allows reservations.
  - One reservation can be made per day up to 7 days in advance.
  - Reservations are held for a grace period of 10 minutes. If you miss your reservation without canceling it, you will receive a warning from the system the next time you make a reservation. If this occurs three times within a seven day period, you will be unable to make a reservation for seven days following the first missed reservation.
  - The library does keep some headphones available to borrow at the staff desk. However, availability is first come. It is acceptable to bring and use your own.
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# Instructions to Reserve a Computer at BPL

To access the reservation system:

1. Go to any catalog or reservation computer and click “Reserve Computer” OR from the BPL Homepage (<http://www.berkeleypubliclibrary.org>) click “Use a Computer” from the left-hand red box.
2. From the “Reserve a Computer” page, click the blue button labeled “Reserve a Computer”
3. Enter your library card number and PIN. Your PIN is the last 4 numbers of your telephone number.
4. Select the branch location where you plan to use the computer.

To reserve the next available computer:

1. Click “Book by Time”.
2. Select your PC Type from the drop-down menu (for most people this will be “1 hour Internet and Word Processing”).
3. Click the “Make Booking” button. You should then receive a “Booking was successful” pop-up box. Click OK and confirm the information on the following screen. Make a note of the highlighted “Workstation Name” and “Time”. Please be aware that your start time could be later in the day during periods of high computer use.

To reserve a computer in the future:

1. Click “Book by Time”.
2. Select your PC Type from the drop-down menu (for most people this will be “1 hour Internet and Word Processing”).
3. Change the “For” date and/ or “Desired start time” to what you want.
4. Click the “Make Booking” button. You should then receive a “Booking was successful” pop-up box. Click OK and confirm the information on the following screen. Make a note of the highlighted “Workstation Name” and “Time”. Please be aware that your start time could be later in the day during periods of high computer use.

To reserve by browsing through available computers:

1. Click “Book by Time”.
2. Select “No” next to “Reserve next available machine”.
3. Select the date and click the “Search” button.
4. The first available computer in numeric order will display along with its availability for the remaining part of the day. To check another computer’s availability, select it from the “Available Workstations” drop-down box. You also have the choice of clicking on the “Next Day” and “Previous Day” buttons.
5. Select the time slot by clicking the word “available” next to the time slot you want to book. You should then receive a confirmation pop-up box. Click OK and confirm the information on the following screen.

To reserve a specific computer:

1. Click “Book by Computer Name”.
2. Select the computer name in the “PC Name” drop down box.
3. If you want the next available time, click the Make Booking button and you’re done. Otherwise, select “No” next to “Reserve Next Available Time” and continue to step 4.
4. Select the date and click the “Search” button.
5. The available times show up in the grid. Please select carefully, as some periods may not be for a full hour (or 2 hours for ADA). You may select an available time slot or click the “Next Day” or “Previous Day” buttons to check availability on a different day.
6. Select the time slot by clicking the word “available” next to the time slot you want to book. You should then receive a confirmation pop-up box. Click OK and confirm the information on the following screen.

**Please see back cover for basic policies  
regarding BPL’s public use computers.**