

INFORMATION ON THE INTERNET SERVICE OF THE NETWORK OF MUNICIPAL PUBLIC LIBRARIES

- The network of Municipal Public Libraries offers an Internet access service through the computers at the libraries and through WiFi connection.
- Internet access requires the use of a reader number and password, which will be provided to users upon signing up as a reader.
- To use the WiFi connection, just access the *BiblioMadrid* network with your reader number and password.
- To use the computers at the library, an additional **specific password** is needed, which is obtained through the *Personal Profile* in the catalogue (OPAC).
- Computers available to users are fitted with office suite software. It is not possible to print anything directly from those computers, but files may be saved on an external memory unit to be subsequently printed from the photocopying machine (PDF documents only).

RULES OF USE FOR COMPUTERS AND INTERNET SERVICES

- When all computers are busy, users must go to the counter and request access to them. **Users will be required to show their library card.**
- **Users with a child's library card** may only use the computers located in the children's/juvenile room (please bear in mind that children under 8 years old must be accompanied by an adult at all times).
Underage users with an adult library card are allowed to use any computer at the library. **Users of legal age** are allowed to use any computer at the library, except for those located in the children's/juvenile room.
- All underage users (**minors under 18** years old), must bring an **authorisation** for the use of Internet **signed** by one of their parents or their guardian.
- Users who have their **card blocked** for one of the following reasons **may not access** this service: loans pending to be returned with exceeded due date, suspended or expired library card.
- Terminals may only be used by one person at a time.
- The Madrid City Council has a **content-filtering** policy in place at all of its facilities in order to avoid the access to pages encouraging violence, pornography, etc.
- In case of a **misuse** of the Internet service, the library may cancel the session and ban the user from using the service for the rest of the day.

HOW TO USE THE COMPUTERS

■ The first time a user wants to use the computers at the library, he/she will have to go to a catalogue (OPAC) access point and access his/her **Personal Profile** using his/her reader number and password.

Then the user will click on the **My Library** link to obtain his/her **specific password for internet access services**. Please remember that this password is case sensitive.

This password is automatically generated and changes every time a user changes his/her reader password to access the catalogue.

■ Then the user will go to any available computer –or to the one assigned to him/her at the counter if all of them were busy– and enter his/her reader number (if the number is shorter than 9 figures, it will have to be completed by adding zeros at the front) and the above mentioned password. Users are required to read and accept the welcome screen containing the rules of use.

■ Please note that it is important to save the files in use on an external memory unit before closing the session, otherwise those files will be lost and there will be no way to retrieve them.

■ We would like to recall that the library has the right to reserve certain computers for **training courses**, in which case the date and time of the courses will be informed in advance. If those computers were already booked, the relevant users will be notified for relocation purposes.

SERVICE HOURS

General: from Monday to Friday, from 8:30 a.m. to 8:50 p.m.

(The lending service will be interrupted 10 minutes before the closing time of the library)