



## Dunham Public Library

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# Computer Access Guidelines

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### About Cassie:

Dunham Public Library offers free access to computers and the Internet. Because computers are so popular, we have installed software known as CASSIE that allows all computer users equal access time at each location. A library card in good standing is necessary for accessing Library computers.

### Logging in:

1. The Patron ID is your library card number;
2. At the prompt, enter your library card number without the letter A;
3. Select OK;
4. View and read the Dunham Public Library Internet Access Policy which details the terms and conditions of your use of the Library's computers. If you agree to abide by these terms and conditions, select Accept;
5. When you are finished, please remember to Exit;
6. Computers are powered down 5 minutes prior to closing the Library.

### Time Limits:

1. 90 minutes in the computer room;
2. 90 minutes on the children's area computers;
3. 30 minutes on the 'floor' computers;

There is one computer which allows searching of the library catalog only. There is no Internet access and no login is required.

**Problems:** Don't hesitate to ask for assistance at the Information Desk.

**Privacy:** Cassie does not keep track of where or what on the Internet an individual user does on the library computers. At the close of your computer session, Cassie wipes clean all traces of each user. In doing so, Cassie prevents users from viewing anyone else's work or Internet destinations (such as Bookmarks, History, etc).

**Please Be Aware:** Your online activity can be viewed by library staff if there is a suspicion that you are not abiding by the Library's Internet Access Policy or are engaging in illegal activities online.

