

Why are we using Library Online?

- Allows computer users to monitor and manage their computer time without library staff intervention.
- Frees library staff to give better customer service.
- Allots computer time equally and fairly to each individual.

Library Online Rules

- Users must have a valid library card to use a computer.
- For new library card holders, a temporary card will be given for your first day of computer use.
- All regular Internet acceptable use guidelines and policies still apply.

Questions?

Please ask library staff if you need help.

Introducing Library Online



Time Management Software

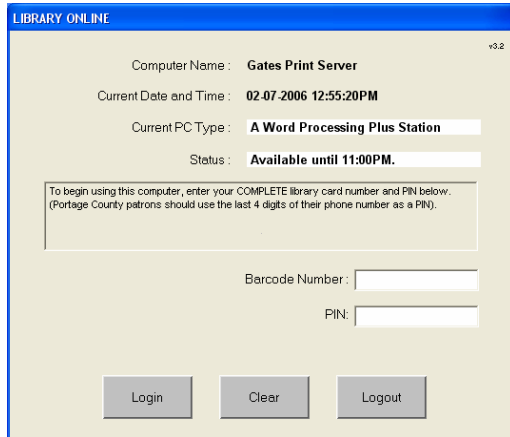
for
Public Access Computers

at **Your Library**

Library Online is brought to you by your library and the South Central Library System.

Logging on in the Library

When you walk up to a public access computer, you will see a screen that looks something like this:



LIBRARY ONLINE

Computer Name : Gates Print Server

Current Date and Time : 02-07-2006 12:55:20PM

Current PC Type : A Word Processing Plus Station

Status : Available until 11:00PM.

To begin using this computer, enter your COMPLETE library card number and PIN below.
(Portage County patrons should use the last 4 digits of their phone number as a PIN).

Barcode Number :

PIN:

Login Clear Logout

1. Enter your **entire library card number** and PIN.
2. Click **Login**.
3. You must **Agree** to the library's Acceptable Use Policy to proceed.

You can now use the computer as usual. A small timer on the upper right of your screen will count down your remaining time.

Making a Reservation

1. Go to <http://libonline.scls.lib.wi.us/>
2. Click **Reserve a computer**.
3. Click **OK** when it tells you to close the window when you're done.
4. Enter your **entire library card number** and PIN.
5. Click **Submit**.
6. Choose the **library** where you want to reserve a computer from the pull-down menu or the map.
7. Click **Search by type of PC**.
8. Choose the **type of PC** you want from the pull-down menu.
9. Choose the **date** you're interested in from the pull-down menus.
10. If you want to reserve the soonest available appointment, next to "Reserve Next Available Machine," leave the "**Yes**" button selected. If you want to schedule a specific time, next to "Reserve Next Available Machine," select the "**No**" button.
11. Click **Make Booking**.
12. *If you chose "No" in step 9, click the word **available** next to the time you want.*
13. Click **OK**.

14. A reservation receipt will appear. Make a note of the **Workstation Name** for your reservation, or print by clicking Print This Page.
15. End your session by clicking the **Logout** button at the top of the screen.

Canceling or Confirming Your Reservations

1. Go to <http://libonline.scls.lib.wi.us/>
2. Click **Reserve a computer**.
3. Click **OK** when it tells you to close the window when you're done.
4. Enter your **entire library card number** and PIN.
5. Click **Submit**.
6. Click **My Reservations** on the upper left. All your reservations will be displayed.
7. To cancel a reservation, click the **Cancel Reservation** button under the reservation details.
8. Click **OK**.
9. End your session by clicking the **Logout** button at the top of the screen.