

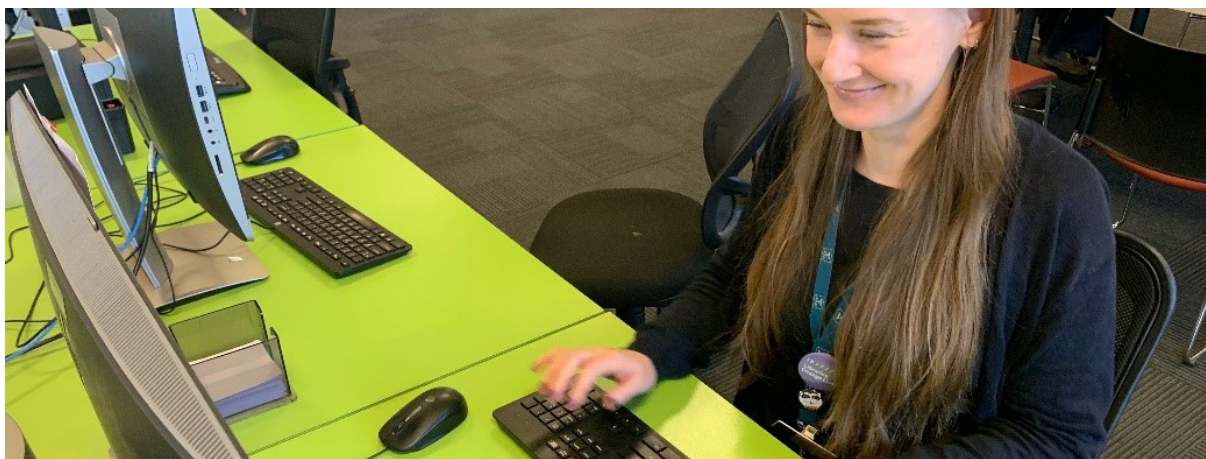


**Darebin  
Libraries**

# **Booking and Using a Computer**

## **A Social Story**

There are six types of computers in the library and you can use these for different things and different lengths of time. Each computer will have a sign telling you what it is for. Our staff are always there to help if you have any questions!



## Internet PCs

You can use these computers to search the internet, check your emails and use Microsoft Office programs such as Word. Anyone can use these computers for 75 minutes per day. If you need more time, we will try to give you more time.

Sometimes when you come to the library, all of the computers might be in use. You can wait until one becomes free, or you can make a booking to use a computer when it suits you. You can use the Catalogue Plus computers to do this.

To make a booking and to log in to the internet PCs, you need your membership number and your pin. This is the number under your barcode, and your six number password.

You can also print from the Internet PCs. There are a few steps involved, but our staff members can show you how.

There is a timer on the screen to tell you how long you have left on the computer. You will get a message to tell you when you have ten minutes left.

You will also get a warning on your screen when you have three minutes left.

We will always try to give you longer on a computer. If we extend your session, you will see a message on the screen. We can't tell you how much extra time you can have, because it depends on how many computers are available and other reservations.

It is important to make sure you save anything you are working on. All of the information from your session will be cleared when you log out, including anything you have saved to the computer.

Please finish any food or drinks before you use the computers in case of spills.

Remember, staff are happy to help!

# Accessibility PCs

These computers are designed for people who experience a disability.

There is one at each branch and will have a sign at the top. You can use these computers to search the internet, check your emails and use Microsoft Office programs such as Word.

These computers have large monitors, height adjustable desks and software which includes screen magnification and a screen reader.

Our Accessibility PCs have a keyboard with larger letters, numbers and symbols. You can use these computers for two hours instead of 75 minutes. If you would like more time, please speak to the library staff before your session finishes. You need special permission to use these computers but our friendly staff members can set this up for you.

To log in to the internet PCs, you need your membership number and your pin. This is the number under your barcode, and your six number password.

You can also print from the Accessibility PCs. There are a few steps involved, but our staff members can show you how.

There is a timer on the screen to tell you how long you have left on the computer, and you will get a message to tell you when you have ten minutes left.

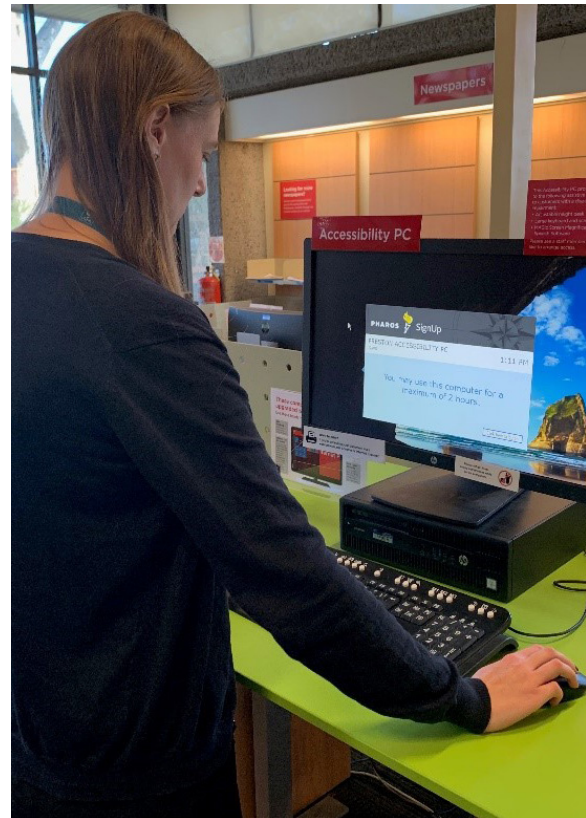
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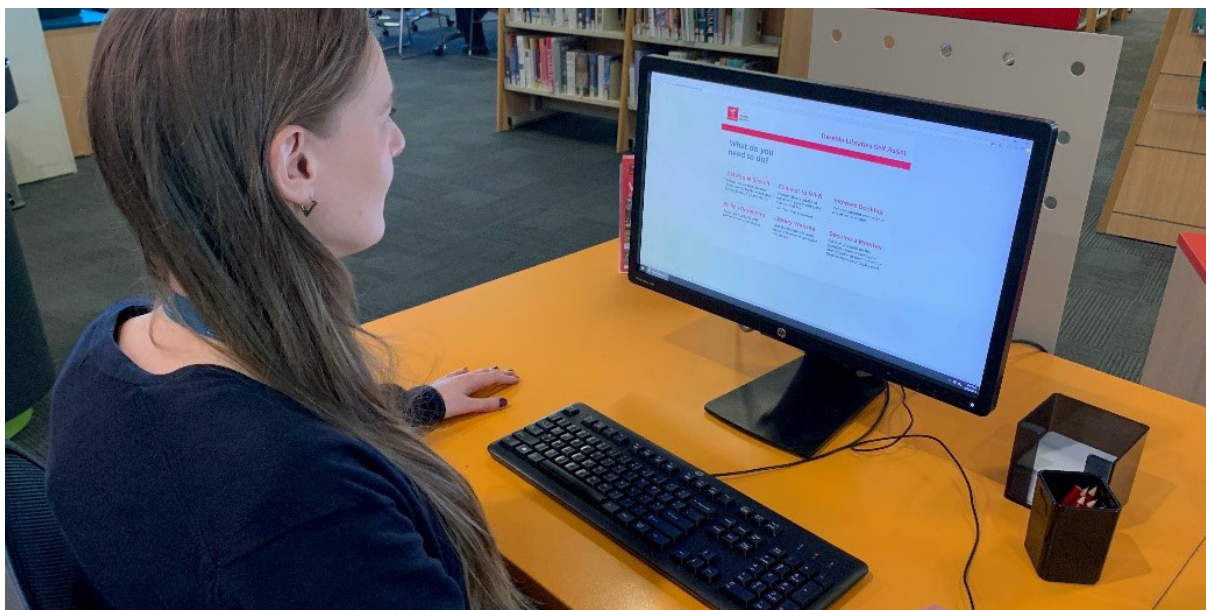
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## Catalogue Plus Computers

You can use the Catalogue Plus computers to book an Internet PC, search the catalogue or sign up as a member.

Double click on Start Here, and click on what you would like to use the computer for.



**Darebin  
Libraries**

**Darebin Libraries Self Assist**

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### What do you need to do?

**Catalogue Search**

Search the Darebin Libraries collection for books, magazines, talking books, CDs and DVDs.

**Connect to Wi-fi**

Choose **Library\_wi-fi** and log in with your membership number and PIN.  
Tip - Your PIN is six numbers.

**Internet Booking**

Book an internet computer at any of our branches.

**Online Resources**

Access free, reliable and current information online.

**Library Website**

Visit the Darebin Libraries website to learn more about the library.

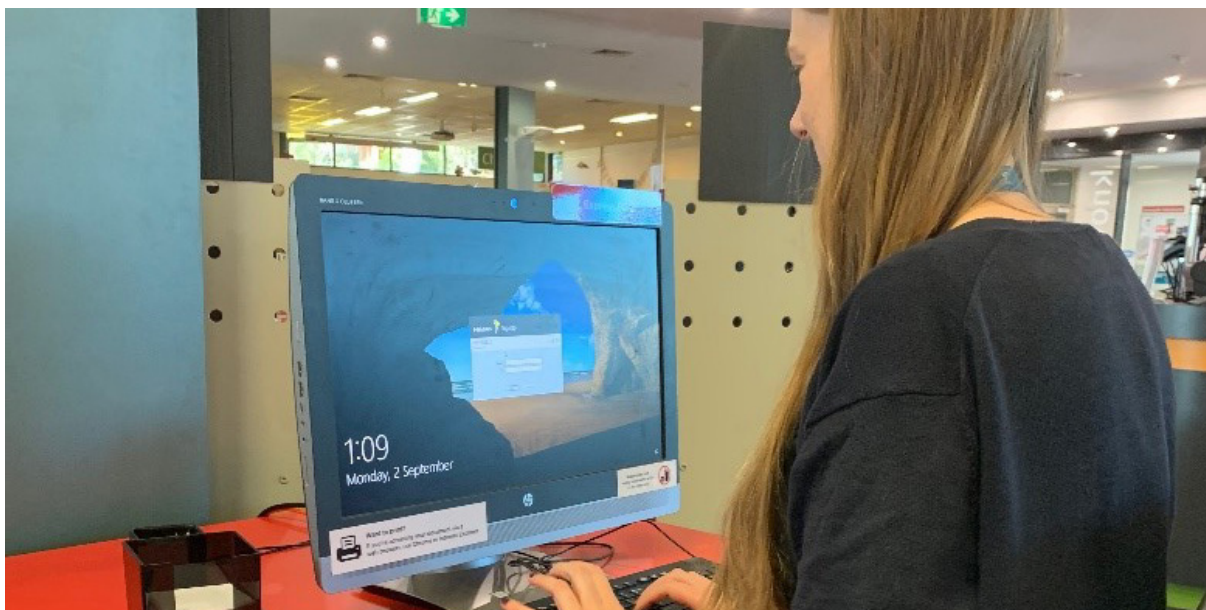
**Become a Member**

Fill in your details on this computer, then present your identification at the Information Desk to claim your library card.

You can't use these computer to use the internet or for printing.  
Please finish any food or drinks before you use the computers in case of spills.

Remember, staff are happy to help!





## 30 Minute Internet

You can use the 30 Minute Internet PC for thirty minutes. These computers are great when you need to do something quickly, like print off a document or check your emails. They are for anyone to use. The thirty minutes can't be extended.

There are two 30 Minute Internet PCs at each branch, apart from Fairfield which has one, and you will see them on red desks. You can't book them, and if they're both in use, you can wait until they are available.

Remember the 30 Minute Internet PCs will automatically log out after 30 minutes so make sure you save any work and finish up what you're doing.

Please finish any food or drinks before you use the computers in case of spills.

Remember, staff are happy to help!



## Youth PCs

These computers are only for people aged 12–25. You can use these for the internet, Microsoft Office and they also have the Adobe Creative Suite. You can use the Youth PCs for one hour per day. If you would like more time, please speak to a the library staff before your session finishes.

To log in to the internet PCs, you need your membership number and your pin. This is the number under your barcode, and your six number password.

There is a timer on the screen to tell you how long you have left on the computer, and you will get a message to tell you when you have ten minutes left.

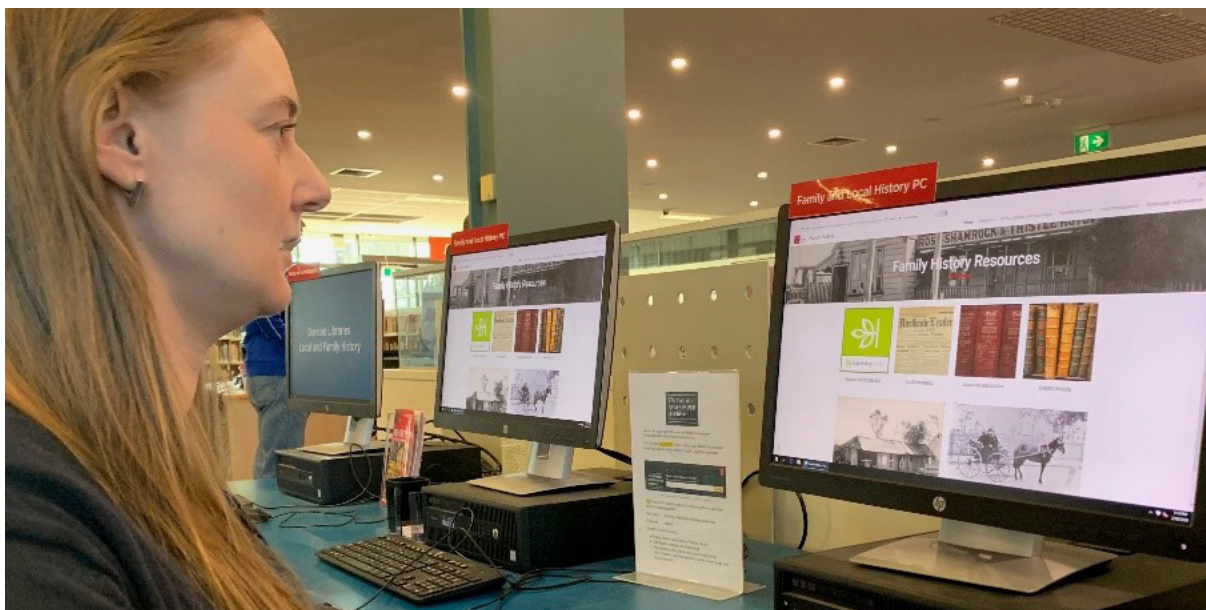
You will also get a warning on your screen when you have three minutes left.

It is important to make sure you save anything you are working on.

All of the information from your session will be cleared when you log out, including anything you have saved to the computer.

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## Family History PCs

These are only at the Preston Library and are for people to search their family history. On these computers there is access to family history websites Ancestry.com and findmypast.

If this is something that you are interested in, the friendly front desk staff can help you set up an introductory session.

Please finish any food or drinks before you use the computers in case of spills.

Remember, staff are happy to help!