

INTERNET ACCESS POLICY

Purpose

To set parameters for patron use of the Internet.

Policy

The Hudson Library and Historical Society, in its commitment to enhancing the community's quality of life, will provide service and timely access to informational, recreational, and educational resources for all. In response to advance in technology and the changing informational needs of the Hudson community, the library offers access to resources on the Internet as part of its mission. Patrons will have access to all free Internet sites, including graphical resources on the World Wide Web. The Hudson Library and Historical Society is mindful of its commitment to the principles of freedom of access, but sensitive to the fact that the Internet workstation is in public view. Without wishing to censor access, library staff reserve the right to prohibit material that in their judgment is inappropriate for viewing in a public library setting. This includes the displaying of sexually explicit graphics and/or the display or transmission of profane, abusive or threatening language. Patrons using the computer for this purpose will be asked to vacate the computer. A second violation will result in permanent loss of Internet privileges.

Background for HLHS Internet Policy

The Internet is a worldwide computer network that provides easy access to a massive array of information. The Information and resources available on the Internet significantly expand our library services beyond the traditional collections and electronic resources. The Internet is a rapidly changing environment. As such, Internet resources are not always accurate, complete or even current, and some may be offensive. The Hudson Library and Historical Society does not monitor the Internet, has no control over, nor is responsible for the content or accuracy of this information.

HUDSON LIBRARY AND HISTORICAL SOCIETY

96 Library Street
Hudson, Ohio 44236
Phone: 330-653-6658
Fax: 330-653-3373
E-mail: AskUs@hudson.lib.oh.us



HUDSON LIBRARY AND HISTORICAL SOCIETY

WIRELESS INTERNET ACCESS & INTERNET POLICY

YOUR CONNECTION
TO A WORLD OF
INFORMATION



WWW.HUDSONLIBRARY.ORG

CONNECTING IN

- **Who can use the Wireless Internet Access?**

Any person complying with the Library's Internet Access Policy may use the Wireless Internet Access. HLHS will provide laptops for patron use in the Reference Room and in the Teen Room (see a librarian for details).

- **Where do I register to use Wireless Internet Access?**

Currently, you do not have to register in order to use WiFi access on personal devices. But patrons do need to check out library laptops on their library card and follow the guidelines for library laptop use.

- **How old do I have to be to use Wireless Internet Access?**

There is no age limit to use the Wireless Internet Access on personal devices. Parents are highly encouraged to monitor their child's use of the Internet at all times.

- **How long can I use the Wireless Internet Access?**

There is no time limit for use on personal devices. The wireless network is maintained by the CLEVNET Consortium and is subject to periods of downtime for upgrades to the system within a 24 hour period.

- **Is the Wireless Internet Access Secure?**

In order to provide an open, freely accessible Wireless Internet Access, encryption for the network cannot be provided by the CLEVNET Consortium. All information transmitted over public WiFi networks is generally not secure. We do not recommend transmitting credit card or other personal information on the Wireless Internet Access. Also, because of security precautions, users **CANNOT access VPNs** (Virtual Private Networks) through the Wireless Internet Access.

- **What can I do to make my computer secure while using the Wireless Internet Access?**

Computers should have a personal firewall, anti-virus software and anti-spyware installed to significantly reduce the risk. When using the internet, be vigilant and use good computing practices with email, surfing the internet and downloading files.

- **Who can I go to if I need help with the Wireless Internet Access?**

If you are unfamiliar with wireless networks you may find the instructions below helpful. Computer instructions and library equipment support PC based operating systems. The library staff can provide general assistance. You may have to refer to your computer documentation. If your computer needs to be repaired, the reference desk has a list of local computer repair vendors. No staff member is permitted to configure or repair non-library owned equipment.

Connecting to the Wireless Network at HLHS

Note: This guide is for Windows XP users who are using Windows wireless connection software.

1. Plug in or turn on wireless card.
2. If you automatically connect to the network you are done. If not, proceed to step 3.
3. Go to "Network Connections" in the "Control Panel".
 - A. Start
 - B. Control Panel
 - C. Network and Internet Connections
 - D. Network Connections
4. You should see an icon that says "Wireless Network Connection" (It may say something slightly different).
5. Right click on this icon and select "View Available Wireless Networks" from the drop down menu that appears.

6. On the right hand side you should see a "CLEVNET" connection. Click this box once, and then click "Connect" in the bottom right.
7. A new window will appear. Click "Connect Anyway", or Cancel if you disagree.
8. If you clicked "Connect Anyway" you should be connected to the wireless network.

- **I cannot see any available networks to connect to.**

If the network card is integrated into the laptop then it may be turned off. Your laptop may have a physical button on the front or side to turn the wireless card on or off. You may have to turn it on. Or you may have a "Function" key to turn the network card on and off. This key would be on the keyboard, it is usually "FN" + <another key>. These buttons vary across laptops so it is best to consult the original documentation and search your Help menu. **OR** if your network card is external then: it has lights on it, check to see if they are flashing. If not, you might not have the card inserted completely. Remove the card and try to insert it again. If you are connecting via PCMCIA—try another PCMCIA slot if you have one. Some laptops are picky about what slot you use. Finally, you might not have the correct driver installed properly. Refer to the network card documentation to follow the proper procedure. This varies widely across manufacturers.

- **Is my computer connected to the internet?**

The easiest way to see if it would be to open your web browser and try connecting to a website. Your computer should see the network shortly after being started. If not, try restarting your computer. If you still cannot connect to the internet, check your wireless settings and make sure they are set properly.

- **Why am unable to access my email on Outlook/Outlook Express or any other email software?**

Web-based email can be used, but POP3 mail based accounts cannot be accessed via the wireless network or on any library computer.