

**Policy**  
**Bernardsville Public Library**

**Laptops in the Library - Apple**

*Revised March 20, 2009*

While you are free to use your own laptop in the library, library staff cannot assist you with your laptop, card, or configuration, other than to provide you with the library's *Laptop Procedures*. The library cannot accept the liability of handling your equipment. You are responsible for knowing how to configure your own computer and settings. The library provides computers with Internet access and software for patron use. These computers are configured to work properly with the library's Internet connection and networked printers.

**Laptop Procedures**

When you choose to use a laptop, please be aware of the following:

- You cannot print to library printers -- if you need to print, save to a floppy or flash drive and use one of our public workstations. If your computer does not have a floppy drive (likely) you may have to send your work to an internet accessible email account and print it out on a Library computer from the Internet. ( How to do this is beyond the scope of this handout)
- If you find an electrical outlet, feel free to use it. Be prepared to be self-powered as outlets are not available everywhere in the library. Some outlets are on the floor under desks, with safety caps. Please make sure you re-cover the outlets with safety caps after use, should you expose an outlet.
- If you choose to use our wireless Internet connection:
  - Please be aware that signal strength varies within/without the Library.
  - You will need a wireless Internet card that supports the WiFi standard (also known as IEEE 802.11a, b, or g).
- If you choose to access the Internet with your own laptop, there are two options - direct Ethernet cable and wireless connectivity. Connection ports are available throughout the library.

Following are instructions on how to connect to the library network via network cable and wireless connection. If you have a wireless card, your laptop will probably automatically choose a wireless connection unless it has been previously disabled.

**Physical Cable Connection**

1. Plug one end of your cable into your laptop and the other end into an active network port.
2. Boot laptop: Once the main screen with the Mac HD is visible, you are ready to test connectivity. (You should see the Mac Hard Drive and any icons you have already placed on your screen.)
3. Open a browser window (Safari or Firefox are the most used Browsers on Apple computers). If you are connected to the Home page screen you are used to seeing, you are auto configured for connecting to the nearest network and you are connected to the Bernardsville Library network. Proceed with your work. To access Library services, you must go to the following address:  
[www.bernardsvillelibrary.org](http://www.bernardsvillelibrary.org).
4. If you are not connected, you have to do a few things to allow your computer to connect to the internet using the Library network.
5. First, check your cable connections to make sure they are secure. If they were not, and you have completed the connection, retest your browser. If not, proceed to number 6.
6. Open System preferences from the Apple in the upper left hand corner of your screen. Proceed to "Network". "Location" should be configured to "Automatic" and "Ethernet" should also be "Automatic."
7. Click on "Apply Now" in the lower right hand corner to choose this setting and connect.

8. The Frame will close. Open Safari or Firefox and see if you get a connection screen.
9. If you do not, there are connectivity issues that are beyond the scope of a simple rubric. Please ask whoever helped you set up your laptop how it is configured and what you need to do to add a configuration for the library.

### **Wireless Connection**

1. Boot laptop: Once the main screen with the Mac HD is visible, you are ready to test connectivity. (You should see the Mac Hard Drive and any icons you have already placed on your screen.)
2. Please open a browser window (Safari or Firefox are the most used Browsers on Apple computers). If you are connected to the Home page screen you are used to seeing, you are auto configured for connecting to the nearest network and you are connected to the Bernardsville Library network. Proceed with your work. To access Library services, you must go to the following address: [www.bernardsvillelibrary.org](http://www.bernardsvillelibrary.org).
3. If you are not connected, you have to do a few things to allow your computer to connect to the internet using the Library network.
4. First, look at the System bar across the top of your screen. To the left of the battery power rating icon and date and time icons, you should see a grayed arc of concentric circles. This is the Wireless Network connectivity icon. Click on this applet. It should show “Turn Airport Off”, “BPL”, “Other”, and a few other options. If it shows “Turn Airport On”, select and click on that. If “BPL” becomes visible, then proceed to testing your browser as in item 2 above. (If BPL is not working, use BPLtrain.)

You may have to go to System Preferences > Network to start, if your system does not have a visible Wireless Network icon. In System Preferences > Network, make sure that Airport is one of the selected Port Configurations, then make sure that you have the Airport icon selected to be displayed on the Menu bar at the top of your screen. Click “Apply Now” to save your choices, and close the Preferences Window. You should know if you have an Airport wireless card installed in your laptop, though you may not be able to see it. If you have a PCI card for wireless connectivity, you should use the program that came with the card to make the connection, using the information given- Network: BPL or BPLtrain, no encryption or password.



If the above procedures do not allow you to access the Internet, your settings may be customized to another network at home or work. While these settings may be changed, library staff cannot assist you nor work on your laptop. Please feel free to use the library’s computers if you are having difficulty connecting with your laptop.