Policy
Bernardsville Public Library

Laptops in the Library
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 and use one of our public workstations.
- If you find an electrical outlet, feel free to use it. But be prepared to be self-powered as outlets are not available everywhere in the library.
- If you choose to access the Internet, and do not have a wireless card, you will need a network patch cable and your laptop must have a network jack and card in order to connect to the Internet. Connection ports are available throughout the library.
- 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.

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 automatically choose a wireless connection unless you disable it.

Physical Cable Connection

1. Plug one end of your cable into laptop and the other end into an active network port.
2. Boot laptop and log in: If Windows 95 or 98 click on "Cancel" for the login screen and begin working. If Windows NT, 2000, ME, XP, Vista log in as your local computer (login name of your PC will be a choice on the Domain drop down menu) and enter your password.
3. Once logged on, open your Internet browser and begin.

Wireless Connection

1. Boot laptop and log in: If Windows 95 or 98 click on "Cancel" for the login screen and begin working. If Windows NT, 2000, ME, XP, or Vista log in as your local computer (login name of your PC will be a choice on the Domain drop down menu) and enter your password.

2. Wait a couple of minutes -- an icon will appear in the lower right hand corner of the screen stating that a Wireless Network Connection is now available.

Wireless Network Available

Illustration

If your laptop does not establish a connection automatically, continue:

3. Right-click on the computer icon in the lower right hand corner as seen in Illustration 1.1 above.
4. Select "View Available Wireless Networks" from the pop up menu.
5. The box below will appear.
6. Select the BPL connection then click *Connect*. (If that connection is not working, use the BPLtrain connection.)

You should now be connected to the Internet.

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.