

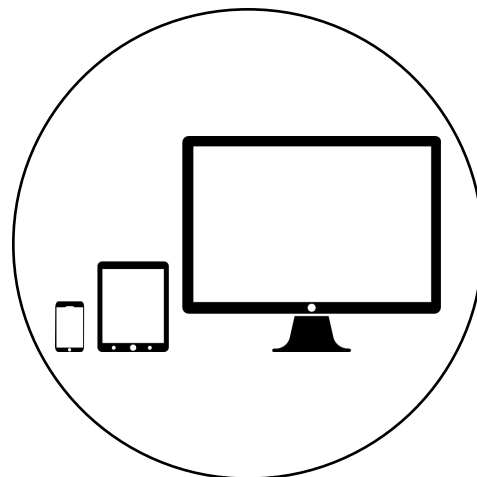
Computers in the Library

It is the mission of the Norway Memorial Library to maintain up-to-date computer hardware and software in order to provide patrons with fast and accurate access to library and information services.

Connectivity services offered to the public are free of charge through Maine Schools and Libraries Network. There are per page costs associated with printing from computers.

Services Offered:

- Online Public Access Computers, high speed Internet access, MS Office software, printing, scanning
- Wireless Internet access for those using their own wireless-ready laptop/notebook computer, or other wireless device,
- Statewide online catalogs, Minerva & MaineCat, with dedicated catalog computers in the Reference and Children's Rooms.
- Access to the library's online catalog, Minerva, and to your own patron record from any Internet connected computer –instruction available from Information Desk staff
- Access to Digital Maine Library from within the library or from any Internet-connected computer in Maine– <https://library.digitalmaine.org>
- Free access to CloudLibrary – audio books and ebooks on your computer or portable device, use the link from the library website, www.norwaymwmoriallibrary.org



Learning and Leisure For Life

Norway Memorial Library

258 Main Street

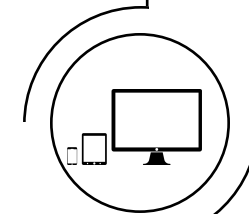
Norway, Maine 04268

207-743-5309

Email: norlib@norway.lib.me.us

*Learning and Leisure
for Life*

**Computers at
Norway Memorial Library**



Norway Memorial Library
www.norwaymemoriallibrary.org

Policies

Access:

Public access computers in the library are available on a first come, first served basis. Library computers and Internet access may be used for legal and ethical purposes only.

Unacceptable uses include display of sexually graphic material on the screen, tampering with or damaging equipment, software or data, and infringement of copyright laws. Misuse or abuse of these guidelines will result in loss of computer privileges. Charges will be assessed for any damages or repair costs.

Children and computers:

It is important for children and their parents to discuss online safety and acceptable use of the Internet.

A list of rules for online safety is included with the Internet permission form required for all children under 17 years of age. Permission forms are available at the Information Desk or in the Children's Room. They must be signed by a parent or guardian and returned to the library before children will be allowed to log use a computer for accessing the Internet. With a signed permission form, children age 12 and under may independently use a computer in the children's room. Children age 6 and under must be accompanied by an adult.

Policies and guidelines are made to ensure equal access to all users. All users are expected to be mindful of them, to be self-monitoring and to be responsible in their use.

Instruction in use of the library's online catalog is available from library staff at the



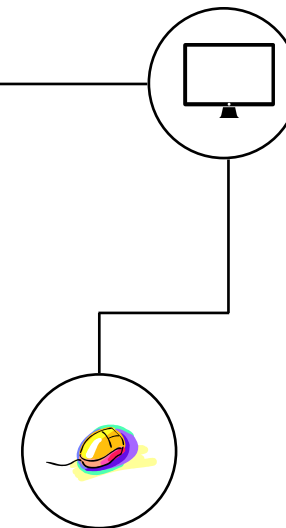
Information Desk. The Minerva catalog may be used from within the library or from any Internet connected computer to:

- View your patron record
- Renew materials
- Search for library materials by title, author, subject or keyword
- Request or reserve materials from any Minerva or MaineCat library

Website

Visit the library's website for quick links to the Minerva catalog, your patron record, Digital Maine Library databases and the Cloud Library. You'll also find programming information for adults and children here.

www.norwaymemoriallibrary.org



The library's public access computers may be used for many purposes, including:

- Email and Social Media
- Word Processing with Microsoft Word
- Creating Spreadsheets with Microsoft Excel
- Creating databases using Microsoft Access
- Internet searching
- Accessing Digital Maine Library, to find journal, newspaper, and magazine articles
- Searching the Minerva Catalog for items to borrow
- Driver's license & vehicle registration renewal, vanity plate purchase, open burning permit purchase, applying for and purchasing hunting licenses, ATV & snowmobile registration—all at www.maine.gov
- Consumer research
- Playing Online computer games
- Strengthening your computer skills

Norway Memorial
Library has open
WiFi available 24/7.

