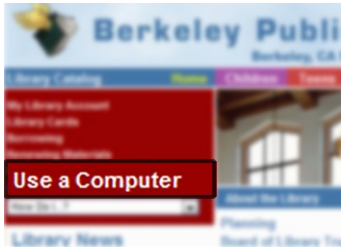


Book a computer in six simple steps



1. From BPL home page, click **Use a computer**.



2. Click **Book a Computer**.



3.

Enter your 14-digit BPL card number and your PIN (the last 4 digits of your phone number).

4.

Choose the branch where you want to use the computer.



5. Decide how you want to look for a free computer.

| Next Available | Browse Available | Future Bookings | Book a specific Computer |
|---|--|--|--|
| <p>Click Book by Time.</p> <p>Select Minimum session time (Hint: shorter session times are more available)</p> <p>Click Make Booking.</p> <p>Confirm the computer name and time of session</p> <p>Is the wait for your session too long?</p> <p>Click Cancel booking and enter in a shorter session time.</p> | <p>Click Book by Time.</p> <p>Select No next to Reserve Next Available Machine.</p> <p>Select the date.</p> <p>Click Search.</p> <p>Choose the computer from the drop-down list to see availability; for other availability, select Next Day or Previous Day.</p> <p>To book the computer, click available.</p> <p>Confirm the computer name and time of session.</p> | <p>Click Book by Time.</p> <p>Select the date and desired start time of your session.</p> <p>Click Make booking.</p> <p>Confirm the computer name and date and time of session</p> | <p>Click Book by Computer Name.</p> <p>Select PC Name from the drop-down box.</p> <p>For next available booking, click Make Booking; for a specific date and time, select No next to Reserve Next Available Machine and choose date and desired start time.</p> <p>Confirm the computer name and date and time of session.</p> |

6. Logout to protect your privacy and reservation.

Computer Use Policies

The library has installed time-out software that manages computer time and allows reservations.

You must have a Berkeley Public Library card to log into the system. If you are a visitor, please see a reference librarian.

Computer use is restricted to patrons with less than \$100 in library fines. Payment plans are available; see the circulation desk.

You must know your library PIN number, which is the last four digits of the phone number in your library card account.

You may choose a 30-minute or a 1-hour reservation. Extended services patrons are eligible for a 2-hour reservation. Computer time is available in these increments until 10 minutes prior to closing.

Cardholders may use up to two hours per day at the Central Library or one hour per day at branch libraries.

One reservation can be made per day up to 7 days in advance

Reservations are held for a grace period of 10 minutes. If you miss a reservation without canceling it (call 510-981-6200) you receive a warning. If this occurs three times within seven days, you will be unable to reserve a computer for seven days following the first missed reservation.



Making computer reservations (bookings) at the Berkeley Public Library

