# FREE INTERNET ACCESS IN THE PUBLIC LIBRARY FAGES DE CLIMENT OF FIGUERES

The public libraries of Girona have free and open access points for the use of Internet and office tools based on free software. In the so-called **Internet zon@** you can browse, use email, create your CV and use online administrative services, etc.

You have 15 sessions a month in the Internet zon@! All you need to do is register at your library.

## HOW THE SERVICE WORKS

**Where can I register?**
In any public library in Girona.

**What do I need?**
Your ID card or library card. If you are under 14 years of age you need an authorisation from you parents or tutors. Ask for more information at your library.

**Can I book a session?**
Yes, you can book a session from 8 days in advance either at the library counter, by calling the library or on the Internet (**http://www.bibgirona.net/puntxarxa/reserves**).

**How many hours can I book?**
A maximum of one hour per session on a single computer (remember that you have a total of 15 sessions per month).

**When can I start using the booked computer?**
10 minutes before your session time, if it is free, and up to 10 minutes after the start of your session time, in case you arrive late. Once this time is up, the computer is freed for other library users.

Automatic booking: if the computer is free, you can use it until the start of the next hour. You must identify yourself and 1 session will be deducted from your monthly total.

## THE SERVICE STEP BY STEP

**How do I start the session?**
Identify yourself with your username and password. The first time you log on you must use your ID number as a password. Once you access the service we advise you to change your password. Pay attention to the alerts that may appear on the welcome page.

**What units can I use?**
You can use all the devices that the computer recognises. Generally speaking these are: local drive, disk drive, CD-ROM/DVD, CD-RW and memory stick (USB). Remember to save any files that you have created before ending the session. The data recorded on the hard drive is deleted once the session ends.

**What if I have a problem with the computer?**
You will find a help function on the menu and if you cannot solve the problem the library team will guide you.