



## PROCEDURE

SECTION: 6.2.a

SUBJECT: Internet Filtering

The Richmond Public Library filters internet access at all public PC's. Users can request unfiltered access. All juveniles (persons under 18 years of age) must complete a "Request to Disable Internet Filtering Software" form before filtering may be disabled.

Adult Request:

Upon request by an adult patron to allow unrestricted (unfiltered) computer access, follow the steps in the Websense Public PC Filtering Program Use handout (See below).

Once a user session has ended, return the computer back to restricted status.

Juvenile Request (Under 18 Years of Age):

Juvenile patrons are required to complete an "Internet Filtering Software Disable Request" form for unrestricted access. File the completed form chronologically in a notebook to be kept at each library location.

To disable filtering, follow the steps in the *Websense Public PC Filtering Program Use* handout.

Once a user session has ended, return the computer back to *restricted* status.

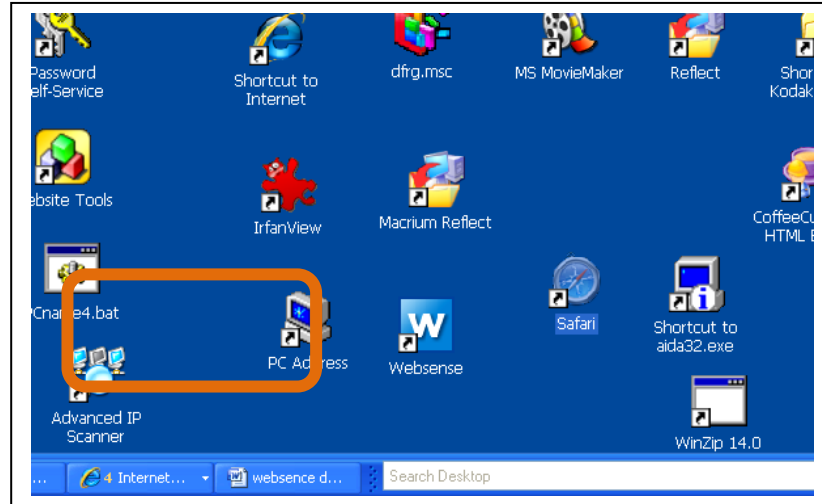
All users must follow the Library's computer use rules and regulations stated in the Richmond Public Library's Computer and Internet Acceptable Use Policies, Guidelines, and/or Procedures. Failure to do so can result in the loss of the patron's computer privileges regardless of their unrestricted or restricted use of the internet at the library's public PC's.

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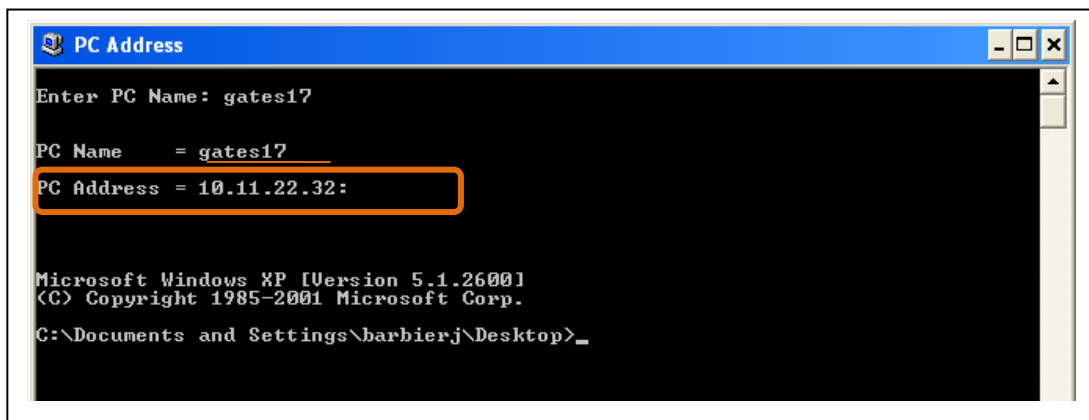
Approved: February 2012

\*\* Websense – Public PC Filtering | Program Use \*\*

1. Two Icons have been placed on the desktop for use with the Websense filtering program.

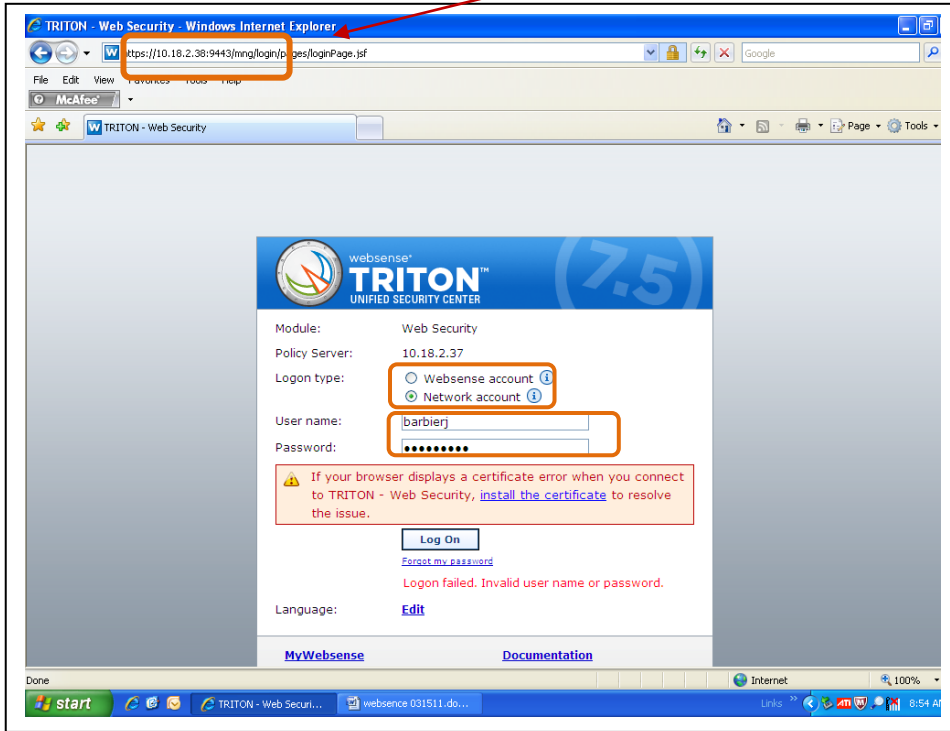


2. On the PC Windows Desktop, double click the **PC Address** icon.
3. Enter the Public PC's Name at the prompt (See Envisionware PCRes List or label on the PC Monitor)



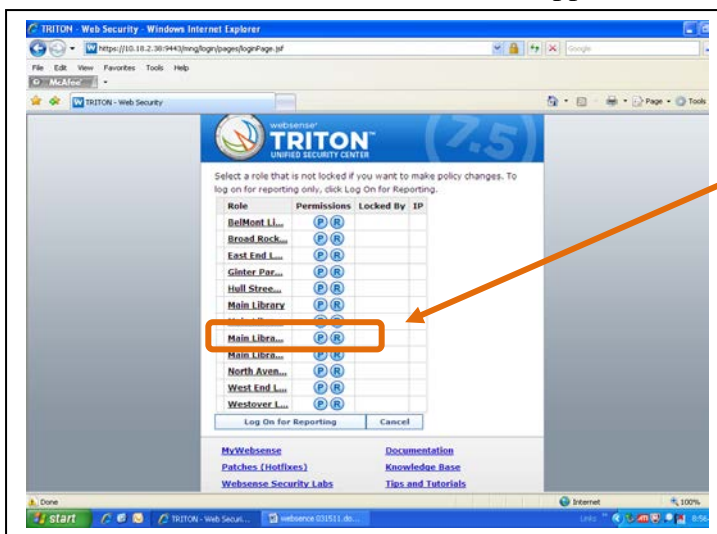
4. Note the PC Address Numbers (10.11.22.32)

5. Open Microsoft Internet Explorer Websense Icon  
In the Address Box should be https://10.18.2.38.9443/mng



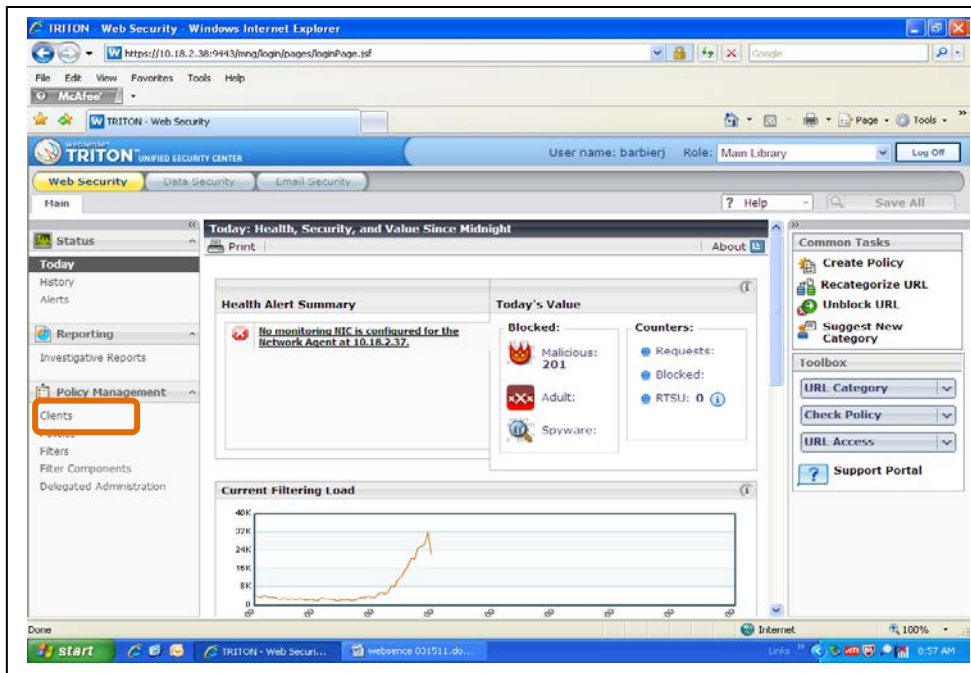
6. On this Logon Screen:
  - A. Switch to Network Account
  - B. Then enter the Location or Branch User name and Password:

7. Double Click the Branch Location when appears on the screen.

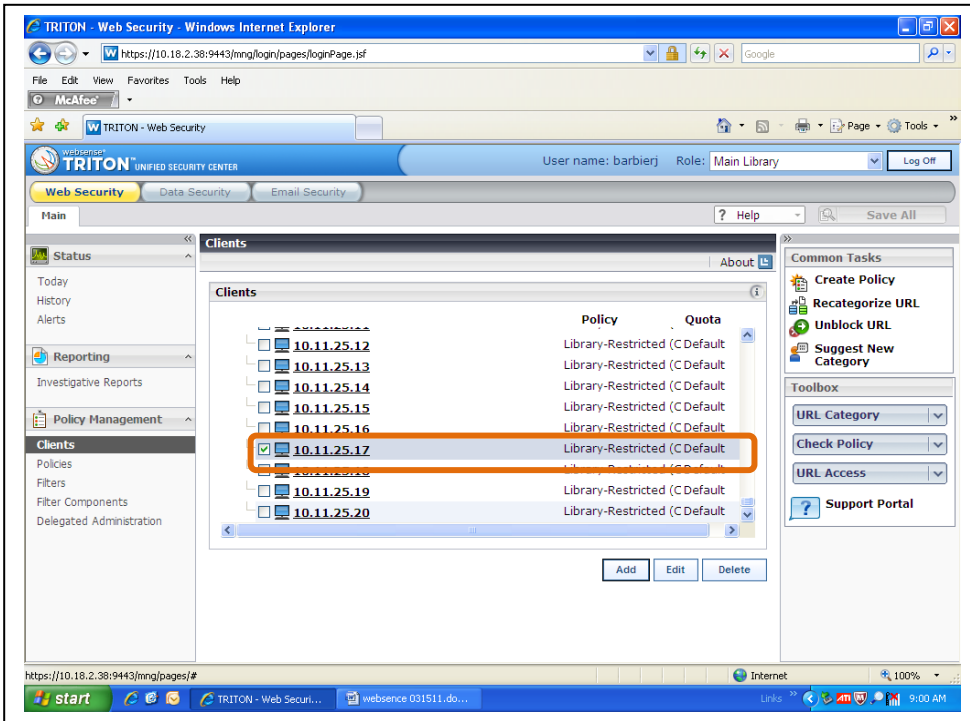


**Your Branch**

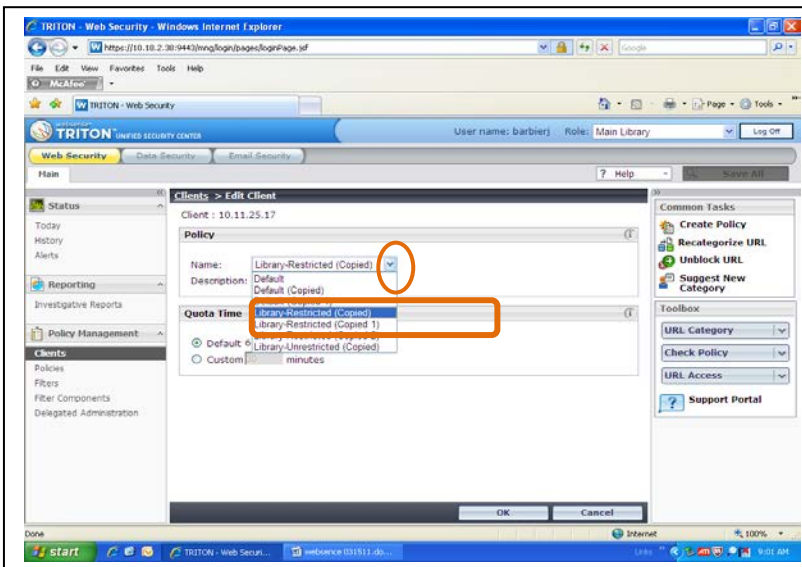
8. Click Clients



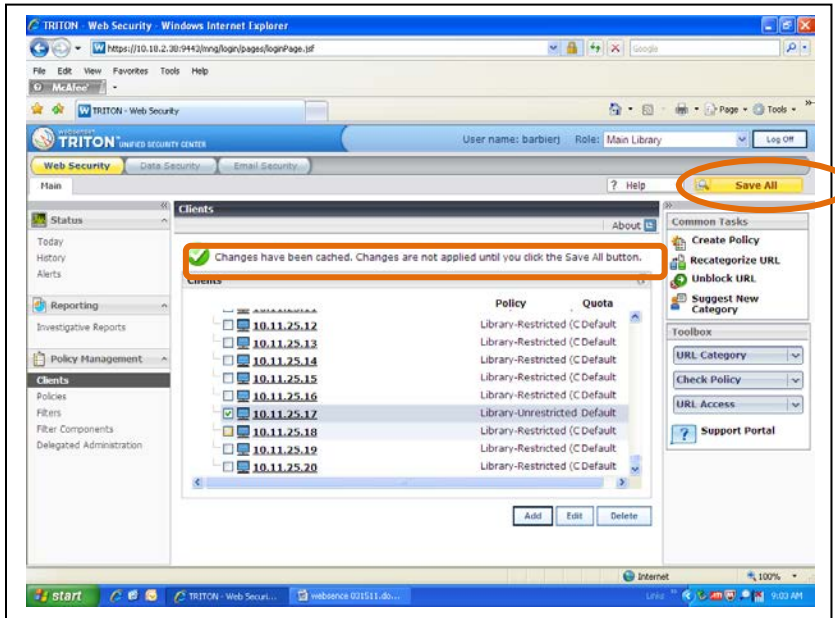
- You will get a list of IP address for the Public PCs at your location  
Scroll to the IP Address of the Named PC (from Step #3) highlight, then click Edit



- Use the drop down menu next to “ name” and select Library – Unrestricted.



11. Click OK.



12. Then you need to be sure to click the SAVE ALL that is lit up - for the unfilter change to take effect.

Note: *If public user is already on the Internet, they should exit / restart Microsoft Explorer browser.*