



Disabling the N2H2 filter

Although all PCs in each location are now filtered, we may still provide unfiltered access to an adult patron who requests it with the use of an authorized override. An authorized override can be performed by a staff member who has access to the appropriate username and password. A username and password will be provided to the supervisors of the Reference Department at the Hughes Library (Main) and each branch location for this purpose.

An authorized override should be used to allow unfiltered access only under the conditions that are outlined in the Internet Use Policy, Section 6, and the Blocked Web Sites Procedures (2002). The major change in procedure is that a staff member should submit a request to unblock the URL to the Information Services Manager (Gwen Johnson) who would review the URL and make the decision to unblock or leave blocked in consultation with the Executive Director or the Operations & IT Manager.

Following the Blocked Web Sites Procedures, a staff member would examine the URL on a non-public computer using the authorized override to disable the filter. If the site appears to be within the Library's Internet Use Policy, s/he would allow an adult patron unfiltered access by disabling the filter on the designated public PC for a specified amount of time. The designated PC should be one that is not controlled by the Pharos Reservation system.

Instructions for disabling the filter are as follows:

1. Enter the URL of the blocked website.
2. Click on **AUTHORIZED OVERRIDE**.
3. Enter the username and password that have been provided for the location.
4. Enter the number of minutes that the PC should be unfiltered. **DO NOT SET IT FOR MORE THAN 15 MINUTES.**
5. Click on **BEGIN OVERRIDE**.
6. Read the statement on the next screen which indicates the time that authorized access will expire and make a note of it. Click on the link for the URL listed at the bottom of the screen to gain access.

CAUTION: EVEN IF THE PC IS REBOOTED, IT REMAINS UNFILTERED UNTIL THE TIME YOU SET HAS ELAPSED.

11/20/03