

## **Internet Access and Computer Use at the Library**

### **Computer Availability**

Computers are available on a first-come, first-served basis. Computer users are expected to observe the time limits set up for each computer in the Library. A selected number of computers may be reserved by signing up through the Library's Pharos SignUp system with a valid library card. Telephone reservations will not be taken. Various computer access groups are available at the Library as follows:

#### Online Public Catalog Computers

These computers are available for use by any Library user regardless of age or card privileges. They do not permit Internet access but instead house the Library's online catalog, and are intended to facilitate individual research regarding library holdings and materials. These machines may not be reserved.

#### Public Access Computers - Reference Area

These computers are available to library card holders whose accounts are active. Visitor passes are also available. Users may access the Internet, or use Microsoft Office products installed on these machines for a period of up to one (1) hour at a time. An individual session may be extended as availability permits, for a maximum period of two (2) hours per day. These machines may be reserved through the Library's Pharos SignUp System.

#### Public Access Computers - Youth Area

These computers are available for use by youth cardholders and their families. Visitor passes are available for young non-cardholders at the Youth Information Desk. Users may use these computers for a period of up to one (1) hour at a time. These machines may not be reserved.

#### AWE Computers - Youth Area

These computers are available for use by youth library patrons. No card account or visitor pass is required. These machines have age-related educational and recreational software installed and Internet access is not available. These machines may not be reserved.

#### Public Access Computers - Genealogy Department

These computers are available for use by library card holders, whose accounts are active, visiting the Genealogy Department. Visitor passes are available for non-cardholders at the Information Desk. Users may use these computers for a

period of up to one (1) hour at a time. An individual session may be extended as availability permits, for a maximum period of two (2) hours per day. These machines may not be reserved.

### **Saving Information**

Information may be saved to a personal portable USB device, such as a flash or jump drive. No unauthorized or outside computer software may be downloaded or installed on the computer. The computer hard drive is not available as a storage device.

### **Printing**

Black and white print outs are 15 cents per page. Color print outs are 50 cents per page. All print jobs are sent to the Print Station where they may be retrieved only by inserting a Print Card. The machine for the Print Cards only takes bills in increments of \$1, \$5 or \$10. The cost to purchase a new card is 50 cents.

Example: If a patron needs to print 2 pages with black and white print, they would insert \$1 in the print card machine. The machine would deduct 50 cents for the card, and add 50 cents value available for printing.

The print cards are reloadable and usable at any Montgomery County Library.

### **Staff Assistance**

Staff will assist library users in getting started with basic computer use as staff time and availability of trained personnel permits. Reference staff is not able to offer extensive explanations or training regarding the Internet or personal computer use, except during classes. Please check the monthly schedule for computer classes at your location. Due to limited staffing, the library cannot guarantee that appropriately-trained personnel will be available to assist users at all times the Library is open.