

## **Public Computer Use**

The Alexandria Library (the Library) provides access to public computers for all customers on a walk-in basis. Public computers can be accessed with library account login information by customers in good standing. For those customers not eligible for library cards, computer guest passes can be purchased at the Information Desk. Customers must show a picture ID to purchase a guest pass.

Customers are allotted three hours of public computer time per day, subject to availability. Customers can access computers directly. Sign-up may be required at the sign-in station if there is a queue.

Staff members are available for limited computer help. There are times when library staff will teach computer courses. Additional courses are available at Alexandria's Workforce Development Center. Check at the Information Desk for a schedule of library computer classes and other technology training resources.

Black and white printing is available for a cost to the customer. Printing can be done on the public computer stations, directly from a USB, or sent wirelessly. Documents sent from public computers are held in the print queue until midnight on the day they were sent to the printer. Documents sent wirelessly from a mobile device or personal computer will be held in the print queue for seven days. Printing can be paid for by cash, coins or credit/debit. Please note that the print station only gives change in coins.

Public computers can be used to view files on USB drives. USB drives are available for purchase at the Circulation Desk. Headphones may be connected to library equipment and are available for purchase at the Circulation Desk. While customers may be able to upload and download documents, customers may not download software onto the public computers.

Customers shall not engage in conduct that is in violation of the Rules Governing Use of the Alexandria Library. Failure to comply with these rules or abuse of the personal computer service may result in the individual being asked to leave and, in the instance of repeated violations, suspension of library privileges.

The Library is not responsible for damage to a customer's USB, or for any loss of data, damage or liability that may occur from customer's use of the Library's computers.

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