

Who can use the computers?

- ☞ **Pikes Peak Library District patrons** with accounts in good standing. Patron accounts are in good standing if you have less than \$10 in fines or fees and fewer than 10 items overdue.
- ☞ **Guests** of Pikes Peak Library District with photo identification.
- ☞ There is no charge for computer use.



How do I reserve a computer?

- ☞ You will need your **library card number** and **Personal Identification Number (PIN)** to reserve a computer. **Patrons may only use their own library cards to sign on to the computers.**
- ☞ Book a computer at any PPLD **reservation station**. You can request the next available computer. You may also enter a time and date if you would like to schedule a reservation in the future.
- ☞ Computers may also be reserved by calling the branch to **make a reservation by phone**. Please have your library card number and PIN ready.
- ☞ Reservations can be made up to one week in advance.
- ☞ Reservations are held for up to 10 minutes after the scheduled start time.

How often and for how long can I use computers ?

- ☞ You can make **one computer reservation** each day.
- ☞ Reservations are normally 55 minutes; however, depending on availability, you may be offered a reservation for a shorter session.
- ☞ Additional 15-minute sessions may be available after your session. See staff for details.

What software is available?

- ☞ The operating system on Library computers is Windows XP with Microsoft Office Professional software, which includes:
 - ◆ Internet Explorer (Internet browser)
 - ◆ Microsoft Word (word processing)
 - ◆ Microsoft Excel (spreadsheets)
 - ◆ Microsoft PowerPoint (presentations)
 - ◆ Microsoft Publisher (posters and flyers)
 - ◆ Microsoft Access (databases)
- ☞ Patrons may not install software on any Pikes Peak Library District computer or run any programs that have not been installed by Pikes Peak Library District.

What about WiFi?

- ☞ Wireless Internet access is available at every PPLD facility.
- ☞ Internet use and downloads will be slower over a WiFi connection than a conventional computer.

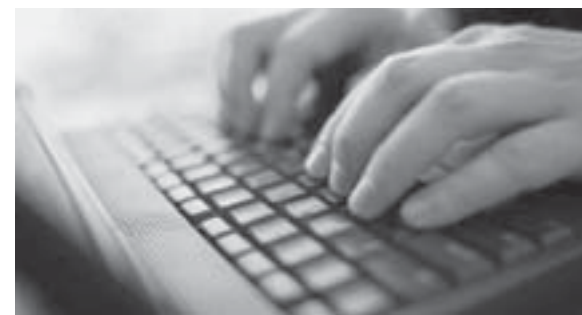


How do I print?

- ☞ Printed pages are available from the **print station** for up to two hours after you send the print job.
- ☞ **The first 10 pages printed each day are free**; each additional page is 10 cents. Pages printed for guests are 10 cents each.
- ☞ The print stations accept coins and dollar bills for printing.

Getting help

- ☞ Please ask for assistance at a service desk if you have difficulty using the Library's equipment or Internet service. Library personnel cannot provide technical assistance to patrons using software other than what is provided on PPLD computers or laptops.
- ☞ Assistance with Library-supported computer software may be available depending upon staff availability and expertise.
- ☞ PPLD staff cannot troubleshoot problems on any personal laptops.



As a courtesy to other patrons

- ☞ Please keep noise to a minimum.
- ☞ No more than two people are allowed on a computer.
- ☞ Please limit the use of cell phones in the computer labs and be considerate of others.