**USING THE LIBRARY COMPUTERS**

The Library uses an automated system to manage access to the public computers. The system helps to ensure equitable access to all patrons by permitting up to 8 one hour sessions per day per person. Please note, if you do not use all the minutes of your session the unused minutes DO NOT carry over.

There are 15 minute **Quick Access Computer** sessions available at the main branch should you choose to use it. You may not use someone else’s card number to gain additional sessions and once you have logged on to an Quick Access Computer, you will not have access to any other library computers for that day.

To use a public computer just walk up to the workstation of your choice and login with your library card number and pin. If all workstations are in use you can make a reservation for the next available one at the **Sign In** station located in the Adult reference area. Please note that all Sign In reservations are only held for **5** minutes. If the reservation is unmet after the 5 minute waiting period, the reservation is automatically cancelled and the next user will be assigned to the available computer.

You may print from the workstations at the cost of 20 cents per page (black and white). You may also save files to a flash drive.

If, for any reason, you do not have a Columbus County Library card in your possession please see a staff member for assistance. Non-cardholders may purchase a Computer Use Card for $2 which allows the user the same access to computer workstations and printers as a regular card holder. This card is good for six months.

If technical problems cut into your allotted computer time staff will try to accommodate when possible. Likewise, if you are trying to complete an online job application or examination and require a few extra minutes, staff will try to extend your session if possible. However, if there is a reservation on the Sign In station staff will not be able to intervene. Extending sessions is an exception and staff reserves the right to make the decision as to grant it or not.

Please inform a staff person in advance if you anticipate any problems following these guidelines.

Please be respectful of other users and silence your cell phone and limit conversations while in the computer area. All users are required to follow the Internet Use Policy posted on the startup screen of the computer session.