

## Computer Use Guidelines

The Henderson County Public 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 3 hours of computer use per day per person. There are Express Stations available at some locations for 15 minute sessions which are included in the 3 hour daily allowance. You must use your own library card to access library computers.

To use a public computer, log in at the computer of your choice with your library card number. If all workstations are in use you can make a reservation for the next available one using the reservation station or by requesting one from a library staff member. Please note that all reservations are only held for 5 minutes, after which an unmet reservation is automatically cancelled. You may print from the workstations at the cost of 10 cents per page (black and white). You may also save files to a flash drive.

If you do not have a Henderson County Library card in your possession you may purchase a guest pass for \$1 which is valid for 3 hours per day. The pass is good for one week provided you keep the receipt. Library staff cannot look up library card numbers.

If no one is waiting, the system will offer extra time to users toward the end of each session until the 3 hour-per-day allotment is used. Extending sessions beyond three hours a day is an exception made at the staff member's discretion. Please inform a staff member in advance if you anticipate any problems following these guidelines.

Please be respectful of other users by silencing your cell phone and limiting conversation while in the computer area. All users are required to follow the Internet Use Policy posted on the startup screen of the computer session. The policy is also linked [here](#).