

10.0 Policies & Procedures—Computer Lab

rev. 09.16.2015

rev. 5.24.2013; rev. 12.11.2014;

10.1 Printing and Faxing

Printouts are ten cents for black and white; fifty cents for color.

Self-service fax kiosks are available at all McAllen Public Library locations. The self-service kiosk processes outgoing faxes only. Incoming faxes cannot be processed. Payments for faxes may only be made through the self-service kiosk, using a credit or debit card.

The pricing for faxes is:

1. Local and within the United States: \$1.75 first page --- \$1.00 each additional page
2. Outside of the United States: \$3.95 first page --- \$3.45 each additional page

10.2 Food and Drink

Food and drinks are prohibited in the Computer Lab.

10.3 Personal Belongings

Users must keep their belongings with them at all times. Library staff cannot hold personal belongings, whether backpacks, duffle bags, purses, or food items, at the service desk.

10.4 Headphones and USB Drives

The Computer Lab neither loans nor sells adult headphones or USB drives.

10.5 General Use and Behavior – revised 12.11.2014; 09.16.2015

A library card is required to use a computer. Users who do not have the documents required to register for a full-access library card may register for an e-access only library card with a valid government-issued photo identification (U.S., Canada, Mexico).

Users must save their work to a USB, or send it to their email account. Work saved to the desktop will not be saved when a user session is ended. Computer memories are cleaned after each user session. Computers will cycle down fifteen minutes before the library closes. The library appreciates user cooperation during closing procedures.

Any Computer Lab user, regardless of age, who is disruptive or misuses a computer will be warned to improve their behavior. Library staff reserve the right to ask a disruptive user to leave the Computer Lab

The Library's **Internet Acceptable Use Policy** is available on the website here:
http://www.mcallenlibrary.net/docs/pdf/MPL_Internet_Use_Policy.pdf