



## 10.0 | Policies & Procedures – Computer Lab

### *Mission Statement*

McAllen Public Library recognizes that computers and the Internet address the research, educational, and recreational needs of the public. The Library offers a public computer lab with print capability, a copy machine, a fax machine, a Children’s Computer Lab, a Teen Computer Lab, and Wi-Fi throughout all branches.

## 10.1 | Printing, Copying, and Faxing

The outlined prices below establish the rates for printing, copying, and faxing services at all McAllen Public Library branches. Transactions are payable by credit or debit card only.

### Printing

B/W – \$0.10 cents      Color – \$0.50 cents

### Copies

B/W – \$0.10 cents      Color – \$0.50 cents

### Faxing- vendor based kiosk\*

Fax Local and National | \$1.75 first page -- \$1.00 each additional page

International | \$3.95 first page -- \$3.45 each additional page

*\*Please note, faxing services in the Computer Lab will be limited to outgoing patron faxes only. All branches provide self-serve kiosk; Main Library is a paperless fax machine with confirmation via online or text; Palm View and Lark Branches provide paper confirmation.*

### Scanning

*Must bring your own USB flash drive to save the file.*

Free

## 10.2 | Wireless Printing

Wireless printing services are accessible at all three locations. Patrons may use their personal computer or mobile device to print documents to the Library's printers from any location. They may submit documents for printing and visit the Library to release and pick up their printed document. To submit documents for wireless printing, visit the Library's website at <https://mcallenlibrary.net/services/computers-printing>.

The fees for printing are detailed in Section 10.1.

## 10.3 | 3D Printing

The MPLab at Main Library provides a 3D printer service open to the public, allowing individuals to create and print three-dimensional objects. Users must possess a McAllen Public Library card in good standing when submitting a 3D print request.

The following guidelines apply to 3D printing services offered to patrons who intend to produce three-dimensional objects in plastic using a design uploaded from a digital computer file:

- McAllen Public Library reserves the right to decline any 3D print request.
- Priority for 3D printing is given to library-sponsored programs or activities.

- The Library cannot guarantee the color of filament, model quality or stability, confidentiality of design, or specific delivery times.
- No material will be printed if it:
  - Violates local, state, or federal law.
  - Is unsafe, harmful, dangerous, or poses an immediate threat to others (e.g., firearms, knives, weapons).
  - Is obscene or inappropriate for the general library environment.
  - Violates intellectual property rights, including copyright and patent law.
- Patrons are responsible for the design of objects; Library staff will not modify submitted designs.
- Patrons are responsible for cleaning their own rafts and supports.
- 3D printed objects will be produced in a single color of ABS plastic (subject to color availability) and must be smaller than 9" x 9" x 9".
- Objects become the property of McAllen Public Library if not picked up within seven (7) days after notification.
- Failure to pick up a 3D print object results in a 7-day forfeiture of 3D printing services.

To submit a file for 3D Printing:

- 3D print requests must be submitted in writing on a form provided by the Library.
- 3D print jobs are accepted Monday through Thursday, from 10:00 AM to 8:00 PM, and on Friday from 10:00 AM to 4:00 PM.
- Only one job may be submitted at a time.
- Patrons will be notified when the 3D print is ready for pickup and must be picked up by the patron who requested the print job.

Cost for 3D Printing

- Cost is based on \$0.10 per cubic centimeter and includes supports, rafts, and fillers.
- Non-refundable payment in the form of a credit or debit card is required before a 3D print is made.

## 10.4 | Food and Drink

Food and drinks are prohibited in the Computer Lab.

## 10.5 | 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.

## 10.6 | Headphones and USB Drives

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

## 10.7 | Internet and Wi-Fi Access

See section 1.9 for McAllen Public Library's policy on Internet and Wi-Fi Access.