

KINGMAN CARNEGIE LIBRARY COMPUTER FOR PUBLIC USE POLICY

The library provides IBM-compatible computers for public use at no charge. The computer contains preloaded programs that are available for public use. Staff help is provided on a limited basis as long as it does not interfere with the normal work flow of the department. Patrons will be allowed to use the computer for a maximum of one (1) hour, unless another patron is in line for its use. Any documents saved to the hard drive will be deleted on a weekly basis as part of general maintenance. Floppy disks can be purchased at the circulation desk for \$2.00 each. Disks shall remain in the library. Once the disk is removed from the library premises, the disks cannot be used in the library again.

CD-ROM COMPUTER PRODUCTS

Kingman Carnegie Library maintains several computers dedicated to accessing CD-ROM technology. This service is provided to the public at no charge. Patrons will be asked to limit their time on such computers to 15 minutes during periods of high demand.

HP SCANNER

Scanning is available for public use with the librarian's assistance.

Color copies are .50 each.

Disks are available at the front desk for \$2.00 each.