

Computer Use (PC Reservation) FAQ

1. What is PC Reservation?

PC Reservation is public computer management software. It will help the library to fairly manage access to the library's computers and provide fair and equitable access for computer use.

2. What do I need to do to sign up for a computer?

You will need a Lower Macungie Library card. At any available computer, enter your library card number (do not include the spaces in the library card number).

3. What if the computer does not recognize my library card or I don't have a library card?

Please ask for assistance at the Circulation Desk to verify your account or for assistance in obtaining a new library card. For new cards or card renewals, you will need photo ID that has your name and current address on it. If a patron's account has fines totaling more than \$5.00, the patron must pay the fines before computer access will be granted.

4. What if I am a temporary visitor from out of the area?

You may get a temporary guest ID at the Circulation Desk. Guest IDs are given the same amount of time per day as a regular library card holder.

5. How long may I use a public access computer?

Each person is allowed 45-minute sessions throughout the day (no limit to number of sessions).

6. What happens if I need to step away from the computer for a few minutes?

Click on the Lock button, and create your own password, which you will use to unlock the computer later. Minutes spent away from the computer count as part of your total allowed time.

7. How do I save my work before my session ends?

We highly encourage you to routinely save materials to a personal external storage device during computer sessions. You may temporarily save material to the Desktop; however, files or other data found on the hard drive will be deleted after computer session expires and cannot be recovered. The library is not responsible for any loss of data during public computer use.

8. How do I print?

Once you are logged into the public computer with your library card or guest pass, select Print. Once you are ready to retrieve your printouts, go to the Print Release Station and enter your library card number or guest pass ID. Your print job(s) will be listed for you to select and print. Printing costs = \$.25 for both black/white and color printouts.

9. What should I do when I have finished using the computer?

If there is still time left on your session, end your session by clicking "Done" and "End now".

10. What happens if the computer sits idle and unlocked?

After five minutes your computer session will time out.

11. How will I know my computer time is ending?

You will receive three warning messages before the end of your session.

12. Is it possible to extend my computer time if no one else is waiting?

Computer time may be extended for up to 15 minutes provided that there is not a wait for computers.