



PUEBLO CITY-COUNTY Library District

www.pueblolibrary.org

Access to Library Services

03.01.03 Public Computers and Other Equipment Use

PCCLD provides computer workstations and other self-service technology equipment for public use at each library location. Computer workstations include free access to the library's online catalog, electronic databases, various software applications, and the Internet. Other technology equipment provided includes, but is not limited to, microfilm readers, assistive technology devices for individuals with disabilities, fee-based printers and photocopiers, and laptops, Chromebooks and tablets

Customers must have a valid PCCLD library card or a temporary visitor's pass to use the library's computers. Some specialized equipment, at the discretion of the Executive Director or their designee, may have additional requirements in order to use the equipment. A daily time limit is set for each customer using the computers.

See Also: [03.01.02](#) *Internet Access and Wireless Use*



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03.01.03.G1 Public Computers and Other Equipment Use Guidelines

Customers may use computers at all Pueblo City-County Library District libraries. All public desktop computers are equipped with Internet Access and Microsoft Office 2016. All Chromebooks are equipped with Internet Access and an open office extension. Computer sessions are limited to 60 minutes, but time extensions may be granted, pending computer availability.

While using the library's public computers, excessive sound levels including talking on a cell phone in close proximity to others is not allowed. Use of earbuds or headphones is required.

Copies may be made using the library's printers, photocopiers or microfilm readers for a fee.

Only software owned and installed by PCCLD may be run on the library's public computers.

Files or software can be downloaded from the Internet or saved to customer-provided media storage devices when such activity is in compliance with all United States copyright laws or database licensing agreements.

USB ports on public computers can be used to connect a customer-owned storage device. Compatible USB storage media devices and earbuds may be purchased at the library's customer service desk. Customer-owned headphones may also be used where headphone jacks are easily accessible.

Computer workstations may not be physically moved to manipulate cords or USB devices. Chromebooks may be used throughout the library in the location of the patron's choosing.

See Also: 03.01.03 *Public Computers and Other Equipment Use*
 03.02.05.S1 *Library Fee Schedule*



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03.01.03.G2 Temporary Visitor Pass Guidelines

Residents in PCCLD's service area are expected to register for a library card to use PCCLD's public use computers. Colorado residents living outside of PCCLD's service area may be eligible to apply for a nonresident library card through the Colorado Libraries Collaborate (CLC) program. Non-resident library card holders have the same access to PCCLD's public computers as resident library card holders and do not need to obtain a temporary visitor pass.

Visitors to PCCLD's libraries who are in Pueblo County for a short period of time or who are not eligible to obtain a PCCLD library card may request a temporary visitor pass at any library service desk. This pass can only be used for single-session access to PCCLD's public computers. The temporary visitor pass cannot be used to check out or download PCCLD library materials. Customers are advised not to use the temporary visitor pass in lieu of their own library card. Customers logging in on a PCCLD computer with a visitor pass are subject to a session time limit of up to 60 minutes. Temporary visitor passes may also be issued to customers to provide additional computer time after a system outage or to accommodate a customer's special needs.

All customers logging onto PCCLD computers using a temporary visitor pass are required to consent to follow PCCLD's Internet Access and Wireless Use policy and Internet Access Agreement before they can use the library's public computers. Upon request, the library's Internet filter can be temporarily disabled for adult customers (17+) logged onto the Internet with a temporary visitor pass with verification of age. (See [03.01.02.P1 Requests for Unfiltered Internet Access](#)).

Anyone may use their own computer or mobile devices to access PCCLD's wireless Internet service free of charge without any time limitations. A temporary visitor pass is not required to obtain the library's wireless Internet service. Access to an unfiltered wireless network may be provided by staff to adults with a valid library card or photo identification verifying they are over 17 years of age.

See Also:

03.01.02	<i>Internet Access and Wireless Use</i>
03.01.02.P1	<i>Requests for Unfiltered Internet Access</i>
03.01.03	<i>Public Computers and Other Equipment Use</i>
03.02.01	<i>Library Cards</i>
03.02.04	<i>Circulation of Materials</i>