



PUEBLO CITY-COUNTY

Library District

www.pueblolibrary.org

Access to Library Services

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*