Livingston Parish Library

Subject:**Use of Computers**
Code: **3-327**
 Section: **Service Policies**

3-327a. Use of Computers

1. Public computers are available for usage in all branches of the Livingston Parish Library.

2. All users should be familiar with the Electronic Access Policy. Copies of the policy are available at the circulation desk and are displayed at computer login.

3. Patrons wishing to use public computers will be required to sign on via the library's automated computer reservation and print management system.

4. Computers may be assigned for 1 hour with possible 30 minute extensions if time slots are available. In the event that there is a waiting list for computers, the users who have exceeded their 1 hour session limit will be required to end their session. They may re-sign up for another session and will be placed at the end of the queue.

5. If a computer station remains idle for fifteen minutes, the session will be automatically ended and a patron will have to reserve another workstation.

6. Livingston Parish Library card holders can credit their print account at a maximum of $10.00. No refunds will be issued once the deposit has been made. The fund will remain available indefinitely. Patrons are encouraged to keep a receipt of cash deposit.

7. Non-residential visitors who do not have a library card can purchase a Guest Access card for $1; $0.70 will be available on the card and can be used for printing and copying.

    a. Guest Access cardholders will be granted a 1 hour session with a possible one 30 minute extension.

    b. Cash refunds will not be issued for a guest access card with a balance.

8. Patrons with a library account balance exceeding $10 will not be able to use public computers (effective January 1, 2015).

9. The use of personal CD/DVD's and USB drives will be allowed on the Library computers unless their usage becomes a risk to the computer system, at which time their use will

be disallowed.

10. While the use of portable/mobile devices connected to the public computers is allowed, the staff will not provide technical assistance with digital cameras, portable scanners, portable printers, and other devices. Please note, not all of the electronic devices may be able to interface with the public computers. The library bears no liability for electronic devices connected to the public computers and any damage that may potentially result from such use.

11. All computer sessions, including printing and saving of work, must be completed 15 minutes before the library closes.

3-327b. Printing

Printing of information is allowed, but at $0.10 per black & white page, and $0.25 per page for color copies and within Copyright Law guidelines.

3-327c. 3-D Printing

- Only one request can be submitted at a time.
- Jobs that require the printing of many components may drop in the queue position.
- Prints are handed over **AS IS**. If your print requires rafts or support structures, you will be responsible for removing these.
- The cost is $0.05 per gram of material used. This includes rafts and support structures. A $1 surcharge will be applied to each printed model in addition to the per gram cost. Payments must be made with cash or credit card when you pick up your print.
- The colors available may change without notice, and we cannot guarantee that your selected color will be available. In the event that your chosen color is out of stock, we will contact you to choose another color.
- Staff review and prepare all project files, so please submit appropriate objects. No guns, gun parts, weapons of any kind, or salacious objects.
- We will do our best to complete your model within 7-10 business days, but if demand for the printer is high, wait times may be longer.
- If an item is not printing correctly, the library will make two attempts to print. If it fails to print correctly on the second try, you will be notified and asked to modify your design.