

San Mateo Public Library Public Use Computers

The San Mateo Public Library provides free access to computers at all three of our libraries to use the Internet, Microsoft Office programs (Word, Excel, etc.), subscription databases and children's programs and games. Computers in the Children's area at the Main Library are reserved for students through the 8th grade, computers for teens and adults are located throughout the second and third floors. Due to limited space there are no separate adult and children's computer sections at the Branch Libraries.

Computer use is regulated by timing and print management software (SAM Computer Reservation System). Your **library card number** is used to register for computers so you are encouraged to bring your library card with you at all times. You will also be selecting a PIN (Personal Identification Number) that will be required for the computer login process. We recommend that your **PIN be the last 4 digits of your phone #.**

Due to high demand, time limits have been set so that everyone may have the opportunity to use the computers. The maximum time limit for using computers is **two hours per day** at the Main Library and **one hour per day** at the Branch Libraries.

- The time limit, per session for computers in the Main Library's adult area is two hours.
- The time limit, per session for computers at the Branch Libraries is one hour.
- Computers in the Children's area at the Main Library are set for one hour sessions, with a maximum of two sessions per day (two hours total time).
- Individuals **must use their personal library card, you may not use another individual's card for additional sessions. Anyone caught using a card other than their own will have their computer privileges suspended for the day.**
- No more than two individuals may be at a single PC station. If conversations are determined to be disruptive to other users, then the library reserves the right to limit a PC station to a single user.

If you do not have a library card, you may obtain a visitor card at the second floor information desk. Children up to 8th grade may obtain a visitor card at the Children's information desk. Visitor cards provide computer access only. At the Main Library, visitor cards function exactly the same as a regular library card. At the Branch Libraries, Visitor cards allow for only one 15 minute session. Visitor cards are only valid on the date of issue.

Failure to comply with these computer use rules may result in computer use privileges being suspended or terminated.

If you wish to print, the first three pages are free. After the first three pages there is a charge of 15¢ per page. **Before printing** you must have established a deposit account. Accounts can be set up at the Accounts Desk. We recommend starting your account with a minimum \$5.00 deposit, though lesser amounts can be accepted. Once you have established an account, you may increase your balance using the Automatic Payment Machines located on the second and third floors.

If you will be creating files that you wish to save, you must bring a floppy disk or a flash drive. Flash drives and floppy disks will be available for purchase at the Accounts Desk. For security reasons, no files or programs may be saved or installed on the hard drive of a library computer.

Main Library 55 W 3rd Ave ♦ Hillsdale Library 205 W. Hillsdale ♦ Marina Library 1530 Susan Court