



## 10.0 | Policies & Procedures – Computer Lab

### *Mission Statement*

McAllen Public Library recognizes that computers and the Internet address the research, educational, and recreational needs of the public. The Library offers a public computer lab with print capability, a copy machine, a Children’s Computer Lab, a Teen Computer Lab, and Wi-Fi throughout all branches.

## 10.1 | Printing and Copying

The outlined prices below establish the rates for printing, copying, and faxing services at all McAllen Public Library branches. Transactions are payable by credit or debit card only.

### Printing

B/W – \$0.10 cents      Color – \$0.50 cents

### Copies

B/W – \$0.10 cents      Color – \$0.50 cents

### Scanning

*Must bring your own USB flash drive to save the file.*

Free

## 10.2 | Wireless Printing

Wireless printing services are accessible at all three locations. Patrons may use their personal computer or mobile device to print documents to the Library's printers from any location. They may submit documents for printing and visit the Library to release and pick up their printed document. To submit documents for wireless printing, visit the Library's website at <https://mcallenlibrary.net/services/computers-printing>.

The fees for printing are detailed in Section 10.1.

## 10.3 | Food and Drink

Food and drinks are prohibited in the Computer Lab.

## 10.4 | Personal Belongings

Users must keep their belongings with them at all times. Library staff cannot hold personal belongings, whether backpacks, duffle bags, purses, or food items, at the service desk.

## 10.5 | Headphones and USB Drives

The Computer Lab neither loans nor sells headphones or USB drives.

## 10.6 | Internet and Wi-Fi Access

See section 1.9 for McAllen Public Library's policy on Internet and Wi-Fi Access.

## 10.7 | Computer Lab Conduct and Use

All patrons using the Computer Lab must conduct themselves in a respectful and orderly manner and comply with all directions from Library staff or security personnel. Proper attire, including shoes, is required at all times. Patrons must remain seated upright and use equipment only for its intended purpose. Personal electronic devices may be used only with headphones and at a low volume.

Each patron may bring one personal bag into the Computer Lab and is responsible for keeping all belongings with them at all times. The Library is not responsible for lost, stolen, or damaged personal property. Unattended items may be removed by staff without notice. Personal hygiene must not disrupt others or create a health or safety concern.

The following behaviors are prohibited in the Computer Lab:

- a. Abusive, threatening, or disruptive conduct.
- b. Sleeping, lying on furniture, or blocking aisles or walkways.
- c. Loud talking, speakerphone use, or any excessive or disruptive noise.
- d. Bringing shopping carts, luggage, bicycles, scooters, or similar large items into the Computer Lab.
- e. Bringing more than one personal bag.
- f. Failure to comply with staff or security instructions.
- g. Possession or use of alcohol, tobacco, vaping products, or controlled substances.
- h. Sexual or indecent conduct.
- i. Theft, vandalism, or any illegal activity.
- j. Misuse of or damage to Library equipment, materials, furniture, or facilities.