

PLAINEDGE PUBLIC LIBRARY

Policy for Public Access Computers

Adopted by the Board of Trustees December, 18, 2002

Revised December 19, 2007, March 19, 2008, December 20, 2010, February 23, 2011, April 20, 2011, January 19, 2022

- Computers are available on a walk-in basis. Time limit on these stations is one hour. If there is no one waiting, patrons are welcome to log in for another hour long session.
- Patrons wanting to use the computers must sign-in using our SAM sign-in system. To sign on to SAM, you will use your library card number and a PIN you create upon your first login, or you may obtain a visitors pass from staff if you have forgotten or are not eligible for a library card. Patrons may not misuse the sign-in process to gain additional periods of usage.
- No more than 2 people may use a computer station at once, except for adults with small children.
- Children in sixth grade and younger must be accompanied by an adult.
- Patrons are expected to be knowledgeable in basic computer operations.
- Printing of information is allowed, for 10 cents per page for b/w, 25 cents for color. We are currently only accepting credit card payments – no cash. Payments for printing will be handled through the SAM system, at the front desk. You will need to “load” your SAM account prior to printing.
- There is a 100 page printing limit per day.
- Computers will not save the work beyond the logged in session. All printing must be finished and any information must be saved off the computer (to cloud, email or a flash drive) prior to the end of the hour.
- Time permitting, librarians can help navigate to a website, download and print forms, set up an email address and perform simple web tasks.
 - ⊖ Librarians can answer basic questions about Microsoft Word, Google Docs, or similar products.
 - ⊖ Librarians can teach patrons how to use Library resources to download ebooks and audiobooks to their own device.
 - ⊖ Librarians can show patrons how to use our wifi hotspots and Kindles.
 - ⊖ Librarians can show patrons how to download library apps to their own device.
 - ⊖ Librarians can instruct patrons in using all of our electronic databases, including our downloadable offerings – ebooks, audiobooks, music, movies and magazines.
- Any problem or fault with library equipment must be reported immediately. Under no circumstances should user try to repair any computer or printer.
- The library does not supply paper, envelopes, labels, or any other printing supplies, except the library’s standard paper at a charge of 10 cents per page.
- The copyright law forbids duplication of copyrighted software.

- Patrons are not permitted to connect their own personal computers, printers or other equipment to the library's computer equipment besides their own headphones, earbuds or portable USB storage devices.
- The user is liable to the library for any damage resulting from misuse or mistreatment of computer or computer equipment.
- Before using any public access computer for the first time, patrons will be asked to accept our computer policy, which will pop up on the screen during registration of the SAM account. The patron may also view the rules before typing in his or her library card by clicking the "Library Policy" button on the log in screen.
- Patrons are advised that the Library is not responsible for any personal information entered into the computers.
- The Library is not responsible for work or information lost due to computer or system malfunction.