

	<b>CITY OF PALM DESERT</b>	
	<i>Subject</i>	<b>Computer Use, Booking &amp; Printing Policy</b>
	<i>Policy No.</i>	<b>LIBR-006</b>
	<i>Date</i>	<b>Issued: June 27, 2024 Amended: N/A</b>
	<i>Approved by</i>	<b>Resolution No. {2024-039}</b>
	<i>Authored by</i>	<b>Library Services</b>

**I. PURPOSE**

- A. This policy outlines computer use, booking, and printing policies for the Palm Desert Library.

**II. GENERAL POLICIES**

- A. Palm Desert Library (PDL) offers computers equipped with basic productivity software, internet access, and special access to learning resources and databases. The library offers printers, copiers, and scanners for public use.
- B. Palm Desert residents are required to obtain a PDL library card to use public computers. Individuals must use their own library card number only to log on.
- C. Out-of-State visitors are eligible for a library card.
- D. Customers may use up to the maximum of 120 minutes per day on the public computers.
- E. Public computers will automatically log off 10 minutes before closing.
- F. PDL cannot guarantee the performance or reliability of the public computers or the software on them. All copyright laws apply when using public computers and the Internet in the library.
- G. Printing
  - i. PDL customers are given \$1.00 in free printing each day. This allowance does not cumulate or roll over.
  - ii. Customers using the pay-to-print kiosk may also pay for copying and printing above the \$1.00 in free prints.
  - iii. Public computer printing is directed to a network printer. Customers may claim their print jobs using their library account number and PIN at a Print Release station.
  - iv. Customers using personal devices are invited to save their work to the Cloud (Google Drive, OneDrive, etc.) or to a storage device, and then print wirelessly using a Print Release Station.
  - v. Staff will not change paper for custom printing projects for patrons. Staff will assist patrons in finding commercial printing businesses that provide these services.