

Yavapai College Library

Visitor Computer Use Guidelines

July 24, 2017

The Yavapai College Library makes a limited number of computers available visitors not affiliated with Yavapai College. Use of Yavapai College Library computers by visitors is a privilege and should be treated as such. Please read these guidelines carefully; failure to comply may result in revocation of Library privileges.

General Rules

1. Logging on to a computer requires acceptance of Yavapai College's *Technology Resource Standards*.
2. All Yavapai College computers have filtered access to the Internet, this includes wireless access.
3. Visitor use of computers is limited to 90 minutes per day on a first-come, first-serve basis. Reservations are not accepted.
4. Visitors must use their own library card number. Sharing of library card numbers will result in access to computers being denied.
5. Visitors must use headphones when accessing computer programs that have sound components in order to avoid disturbing other library users.
6. Be considerate of other Library users who need to concentrate on their work. Please do not engage in loud conversation, talk on cell phones, or play music loudly even with headphones.

Equipment Available

Depending on the campus library, some or all of the following equipment is available:

- Floppy drives (borrow from the Circulation/Reference desks)
- Headphones (borrow from the Circulation/Reference desks)
- Black and white and color printing is available for a charge
- Scanner

Support Available

- Yavapai College Library staff can help with research and basic computer applications assistance and troubleshooting.
- Library staff is unable to offer training to visitors in the use of computers or computer applications. If you need more than basic assistance or troubleshooting when using computers or computer applications, staff will direct you to College courses for this purpose.

- Library staff may limit the amount of time spent in assisting a visitor in order to provide support for all other Library services.