



**Plano
Public
Library**

A Service of the City of Plano

Computer Access – Appointment Instructions

Mask Required

Overview – Starting October 1, appointments will no longer be required for computer access

- A Plano Public Library card is required. [Apply here](#) if you do not have a card. Call to schedule after you receive your card number
- Appointments are booked in advance for two (2) hours and limited to one session per day
- Access is intended for a single person; however, if a child under 18 needs computer access, they must be accompanied by an adult for the duration of the appointment
- Wearing a mask is required when in the library

Appointment Start Times (access is for 2 hours)

Monday-Thursday	10am 1pm 3:30pm 6pm
Friday	10am 1pm 3:30pm
Saturday	11am 2pm
Sunday	2pm

Booking an Appointment

- Appointments may be booked up to two days in advance
- Call the library directly to book your appointment
 - [Davis](#) 7501-B Independence Pkwy 972-208-8000
 - [Haggard](#) 2501 Coit Road 972-769-4250
 - [Harrington](#) 1501 18th Street 972-941-7175
 - [Parr](#) 6200 Windhaven Pkwy 972-769-4300
 - [Schimelpfenig](#) 5024 Custer Road 972-769-4200

Checking In/Checking out

- Check in with staff at the library entrance when you arrive for your appointment and they will direct you to the appropriate computer
- Please notify a staff member when you have finished your session so the computer may be cleaned for the next person

Additional Services

- Use of additional services may be requested as part of your computer appointment – specific to each library:
 - Print/copy Davis | Haggard | Harrington | Parr | Schimelpfenig
 - Scanner Davis | Haggard | Harrington | Parr | Schimelpfenig
 - Fax machine Davis | Haggard | Harrington | Parr | Schimelpfenig
 - Adobe suite Davis | Haggard | Parr | Schimelpfenig
 - ADA computer Davis | Harrington | Parr | Schimelpfenig

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PLANOLIBRARY.ORG

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Computer Access – Appointment Process

Things to Remember

- Bring your own flash drive and headphones. We are not currently selling flash drives or earbuds
- Please be on time. Appointments end two hours from the booked start time
- Bring single dollar bills or change if you need to print. We are not able to make change
- You may also use Grab and Go service during your computer appointment time
- Access is on a self-guided basis and staff is not able to assist you on the computer. You will be provided a printed guide for common functions
- Remember to bring a mask