Overview

- 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)

<table>
<thead>
<tr>
<th>Monday-Thursday</th>
<th>10am</th>
<th>1pm</th>
<th>3:30pm</th>
<th>6pm</th>
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<td>Friday</td>
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<td>Saturday</td>
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<td>Sunday</td>
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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 | Harrington | Parr | Schimelpfenig
  - ADA computer Davis | Harrington | Parr | Schimelpfenig

Revised 9/8/2020
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