Computer Access – Appointment Process

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.

Appointment Start Times (access is for 2 hours)

<table>
<thead>
<tr>
<th>Day</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>10am</td>
</tr>
<tr>
<td>Friday</td>
<td>10am</td>
</tr>
<tr>
<td>Saturday</td>
<td>11am</td>
</tr>
<tr>
<td>Sunday</td>
<td>2pm</td>
</tr>
</tbody>
</table>

Booking an Appointment

• Appointments may be booked one day in advance or same day.

• 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

• Call the library when you arrive for your appointment and a staff member will meet you at the front door.

• If you do not have a cell phone, call the library when leaving your home and give them an approximate time of arrival. A staff member will meet you at the front door.

• 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
  - Fax machine  | Davis | Haggard | Harrington | Parr
  - Adobe suite  | Davis | Haggard
  - ADA computer  | Davis | Harrington | Parr

Continued on page 2

Revised 6/1/2020
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
• Appointments are for computer access only, other areas of the library are currently unavailable
• 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