



**Plano
Public
Library**

A Service of the City of Plano

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)

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

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

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PLANOLIBRARY.ORG

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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