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.

• The City of Plano strongly encourages wearing a mask 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 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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Continued on page 2
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
• Please bring a mask