

Print and Time Management

Print and time management software ensures equitable access to the Library's public computers as well as helping the Library more responsibly manage its resources.

Time Management

The time management software keeps track of the length of time you use a computer at the Library. The software asks you to enter your library card number and password at the start of computer sessions. If you do not have a library card, you can login with any combination of letters and numbers. There is no minimum limit. The maximum is 8 characters. Easy to remember logins and passwords are encouraged as they will be needed when printing.

Everyone is guaranteed one hour of uninterrupted use. When computers are available the system will extend time in half-hour increments after the first hour is up. An unlimited number of extensions will be granted to you unless a reservation exists for your computer. You may also request manual extensions of a half-hour.

Print Management

The Library gives library card users 30 cents of printing free per day. After your quota of free printing is reached, there is a charge of 10 cents for each additional page printed and 30 cents for each color page. If you do not have a library card, you cannot receive free printing, but you can still pay for printing.

Your Privacy

The software simply manages time and printing. The software does not have the ability to track Internet usage or any work done on a computer. The software only tracks the amount of time you spend on the Library's computers during the day. Each day, the time record for each user is deleted. You may also wish to view the Library's [Privacy Policy Regarding Web and Email Communications](#).

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