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# EASTERN REGIONAL LIBRARIES COMPUTER USAGE FOR INTERNET, WORD PROCESSING AND FAMILY HISTORY

## Public Access Computer Usage

- Public computer use is free, printing charges are below.
- Basic knowledge of computers, Internet, Family History CDROMs or wordprocessing is assumed. Staff can only offer basic assistance.
- The computers are not to be used to access material that may be offensive to others.
- A maximum of two people can share one computer at a time.
- Computer users are responsible for complying with copyright, censorship and other laws.
- Eastern Regional Libraries takes no responsibility for:
  - The content or quality of information retrieved from the Internet
  - Delays in accessing sites
  - Data loss or transmission of viruses.

## Bookings

Bookings for computers (with the exception of 10 minute Internet):

- Are essential
- Are for 55 minutes or 25 minutes. Sessions start on the hour or half-hour. The computer must be vacated promptly for the next booking.
- Will be cancelled for non-appearance after 15 minutes

### 10 minute Internet

Some branches have walk-up 10 minute Internet. There is no need to book for these.

Computer users must be members of Eastern Regional Libraries and a current membership card must be presented before every session. An exception is made for travellers or visitors who can provide suitable identification with permanent address details eg passport, interstate driver's licence.

Only one computer booking per day can be made in advance. At the end of the booked session, another booking may be made for the same day if the computer is available.

All tasks should be completed before the end of the session e.g. printing, sending email etc.

## Printing

Printing:

- Black & white A4: 20c per page (GST Inclusive)
- Black & white A3: 40c per page (GST Inclusive)
- Colour A4 (where available): 60c per page (GST Inclusive)
- Colour A3 (where available): \$1.20 per page (GST Inclusive)