



INDIAN TRAILS PUBLIC LIBRARY DISTRICT

PC Reservation

Quick Reference

Please Note:

PC Reservation ensures that all of our patrons have fair and equitable use of the Library's computers.

What You Need:

- Your valid library card.
- Please ask for staff assistance if you are not an Indian Trails Library cardholder.

Using a Vacant Computer:

- Walk up to a computer not in use.
- Click "Available" on the screen.
- Enter your library card number without spaces.
- Click "Ok".

Making a Reservation:

- Use a Reservation station located on the first floor or second floor.
- Make a reservation for the same day or up to seven days in advance.
- Only one reservation may be made at a time.

...For Today:

- Click "Next Available".
- Choose "Any" or select from a group.
- Enter your library card number without spaces.
- Click "Submit".
- Click "Accept Reservation".
- Take printed receipt. You will need this information to logon to the reserved computer.

...For the Future:

- Click "Future Reservation".
- Enter your library card number without spaces.
- Choose "Any" or select from the groups in the drop-down list.
- Choose a date and time for your reservation.
- Click "Make Reservation".
- Click "Accept Reservation".
- Take printed receipt. You will need this information to logon to the reserved computer.

General Session Information:

- Each session will be one hour.
- If there are no reservations waiting, 15 minute extensions are offered on screen.
- When finished with session, please click “Done”.
- If reservation is waiting, three warnings will appear that your time will be ending at 10, 4, and 2 minute intervals.
- Please save or print your work before your last warning or it will be lost when the timer runs out.
- When the session ends the terminal will shut down and reboot.

Locking Your Session:

- The computer can be locked during your session if you need to temporarily leave it.
- Click the “Lock” button on the timer.
- Enter a password.
- The password you enter is only valid during this session and will not be retained for future use.
- Re-enter the password you specified to unlock the computer when you return to work on it.