

## Getting a Library Card is free and easy!



All computer workstations require you to log on with a library card. Simply enter your first and last name and library card number to log on. If you do not already have a library card, you can apply for one at the Services Desk.

- Any Wisconsin resident is eligible for a library card.
- A parent or legal guardian must complete and sign a library card application for their child (under 18).
- Adults (18 and over) must complete and sign a library card application and bring proof of their current residential street address (driver's license, mail, bills, etc).
- Questions relating to library card applications can be directed to the Circulation Services Department by visiting the library or by calling 715-839-5003.

# Computer Services



## At Your Library



400 Eau Claire St.  
Eau Claire, WI 54701  
Phone (715)839-5002  
[www.ecpubliclibrary.info](http://www.ecpubliclibrary.info)

## On Library Computer Workstations you have access to....

- Microsoft Office products including:
  - Word
  - Excel
  - Powerpoint
- The Internet
- The MORE Online Catalog
- Magazine Indexes
- Many Databases
- Community printers (black and white print only)  
Print up to 10 pages free, over 10 pages 10 cents per page.



Computer use is available on a first-come, first-serve basis. Customers are required to comply with the library's policies and procedures on computer use and the Internet. Questions about computer workstations or our computer policies can be directed to staff in the Reference and the Youth Services Departments or by calling 715-839-5004.

## Where are the Computer Workstations located?

### Youth Services

- 2 computer workstations are available in the Youth Services Department for children up to age 12.
- These computers have a 30 minute time limit with a possible 30 minute extension if no one is waiting.

### Young Adult Lounge

- 3 workstations are available in the YA lounge for 13- to 19-year-olds.
- There is a 30-minute time limit on these computers with a 30-minute extension if no one is waiting.

### Main Floor

- 24 workstations are located behind the Reference desk on the main floor.
- These stations have a 60-minute time limit that automatically extends to 90 minutes if there are no customers waiting.



## Internet Access

Internet filtering options for children (under 18) are chosen on the child's library card application. These filtering options do not block access to Microsoft Office products, the MORE Online Catalog, or library databases.

The Internet Access options are:

- No Internet – the child is not allowed access to the internet
- Filtered – blocks web-based chat and sexually explicit web sites
- Unfiltered - Access to all web sites

A parent or legal guardian may change the filtering options for their child by stopping at the Circulation Services Desk.

Computers in the Young Adult Lounge and in the Youth Services Department have filtered Internet access only.

Wireless Internet connection is available for customers who have laptops with wireless capabilities.