

## Visitor Computer Use Procedure

As a courtesy to campus visitors and alumni, Milner Library provides short-term access to our computers. To be fair to all guests, use is limited to one 2-hour visit per day per visitor.

Visitors must sign-in at the library reference desk with a picture ID. Visitors will review the computer use procedure and initial that they understand it. A Milner employee will then log the guest into a computer.

Guest computers automatically log off after 2 hours of use. Individuals will receive a one-minute automated warning before logoff. Files that have not been saved will be deleted at that time.

Computers in the library are prioritized for students. Students will not be asked to logoff computers if they are past the 2-hour limit. Milner Library staff reserves the right to log visitors off a computer for any reason.

Individuals may purchase a Guest Copy Card for \$1 from the Redbird Card Machine on Floor 2. Guests can use the Guest Print Station located at the Reference Desk on floor 2 to pay for their prints. Once purchased, prints can be picked up at the printer nearest to the guest computers.

As a Federal and State depository library, Milner Library provides free access to government information in all formats to members of the public. Contact Government Documents librarian, Angela Bonnell (abonne@ilstu.edu), for assistance.

Your login begins at \_\_\_\_\_ and will expire in two hours.