

## items available for purchase

- \* earbuds ..... \$3.00
- \* usb memory stick ..... \$8.00
- \* envelopes ..... \$0.50

The Library's Internet Access and Use and Social Media Policies guide the public's use of the Library's technology. Copies are available in-Library or on the Library's website.

### Brockville Public Library

613-342-3936 ext 6400  
info@brockvillelibrary.ca

23 Buell Street P.O. Box 100  
(opposite the Post Office)  
Brockville, Ontario K6V 5T7

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# computers & internet

## Brockville Public Library

- \* word processing
- \* print/mobile print
- \* fax/scan
- \* wi-fi
- \* tech tutoring
- \* accessibility

### library hours

**mon** 9am — 1pm  
**tues, wed, thurs** 9am — 8pm  
**fri, sat** 9am — 5pm  
**sun** 1pm — 5pm  
\*closed sundays of long weekends

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## computers and internet stations

The Library has internet computer stations available on the upper level of the Library. All stations are connected to a printer and are loaded with Microsoft Office Suite Professional 2016.

- \* Customers may reserve up to a maximum of 3 hours/day.
- \* Reservations are made in person through our automated computer reservation system.
- \* Library cards are required to make a reservation. Memberships for Brockville residents are **FREE**. Out of town memberships are issued for a fee.
- \* Internet users who do not wish to purchase a Library card can obtain an Internet-Only Card.
- \* There are 3 x 15-minute express stations for quick access, 2 x 30-minute stations and 7 x 1-hour computer stations.
- \* With your library card, you can reserve up to 7 days in advance

## word-processing stations (when more time is required)

We have two (2) additional workstations set aside with Microsoft Office Suite available **FREE** of charge.

Book a station at the reservation station or the Customer Service Desk on the upper level of the Library. Customers may book for two (2) hour sessions (or longer if there is no waiting list).

## tech tutoring

When available, we offer one-on-one tech training. Please ask at our Customer Service Desks for details, contact 613-342-3936 ext 6400 or [info@brockvillelibrary.ca](mailto:info@brockvillelibrary.ca)

## accessibility

If you require accessible computer features, please ask about our accessible station. Please see our Accessibility brochure. Reservations for the accessible station can be made at the Customer Service Desk on the upper level.

## microfilm reader

- \* The Library has the Brockville Recorder & Times newspaper on microfilm from 1832 - 2008. The microfilm reader can be booked, **at no charge**, for two (2) hour sessions (or longer if there is no waiting list).
- \* You can send your articles to yourself via email, save to a USB or print to our printer. Printing charges are 25¢/page.
- \* For first time users, staff will provide a quick training session to demonstrate how to load and use the microfilm reels.

## wi-fi (free access throughout the Library)

If you have a Laptop but no Wi-Fi card, we have three (3) spots available to connect to our high speed internet. Laptop customers must provide their own Ethernet cable.

## print

The charge for printing from the internet stations is 25¢ a page for black & white and \$1 a page for colour.

## mobile print

You can send print jobs from wherever you are—within the Library, at home, or on the road—from any internet-connected device. Send your print job anytime and then get your printouts at the Library during business hours. Your print job will remain in the queue for 48 hours. Fees are the same as above for printing. [Please see our Mobile Printing brochure for how-to instructions.](#)

## save documents

You may save documents to your memory stick or purchase one from us for \$8.00.

## fax & scan

We offer fax service within Canada and the U.S. The cost is \$1 per page. You can also scan your documents or photos as high quality PDF's and have them sent to an email address. The price is 25¢ per page.

**Note:** To ensure that you receive your scans, our staff will enter your data for you. If you do not receive your scan, we will scan again at no charge.

[See back for more info.](#)