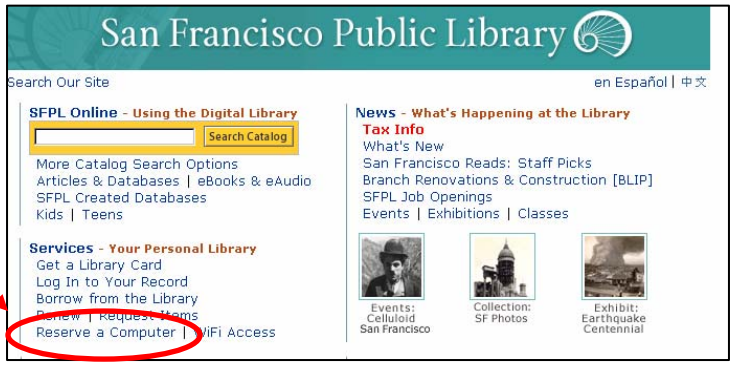
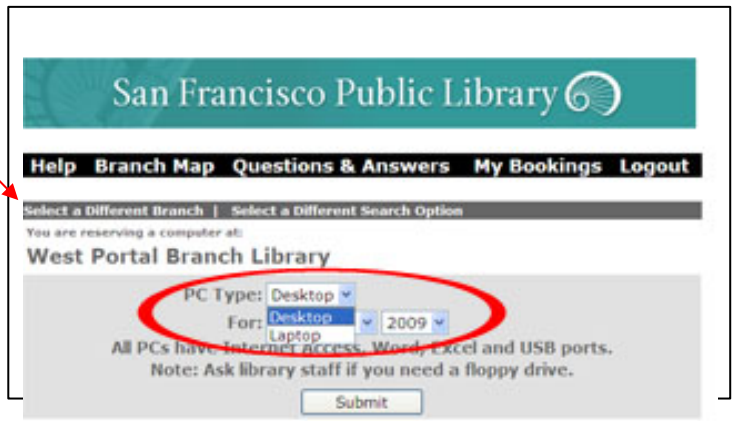
San Francisco Public Library

**How Do I Reserve a Computer?**

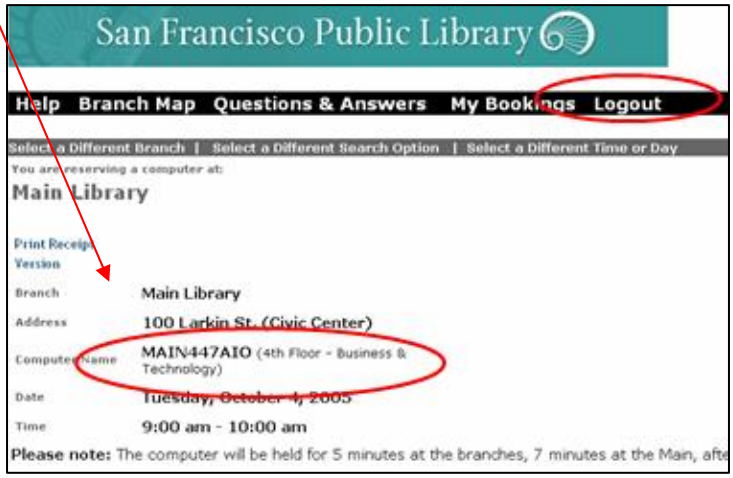
## Quick Guide to Reserving a Computer




1. Click the **Reserve a Computer** link on the Library's home page.
2. Type in your Library card number and PIN.
3. Scroll down and select the Library branch where you would like to use a computer.
4. Click **Search by PC Type**. Select Desktop or Laptop*. USB connections and Internet access are available at all PCs.




5. On the list of computer reservations, click **available** to select a day and time.
6. Write down the computer station number.
7. To make reservations for another time or day, choose **Select a Different Time or Day** from the top bar.
8. For your protection, remember to log out when finished.




* Available at selected Branches.

Reservations for desktop PCs are held for a grace period of three minutes for 30-minute computer sessions and seven minutes for 60-minute computer sessions. Session time is synchronized to NIST time, not local clocks. After the grace period expires, the booking is automatically cancelled, the computer becomes available for a walk-up booking and the three or seven minutes will be deducted from the user's daily computer allotment of 60 minutes. Users who are late for their bookings must do walk-up bookings to use their remaining time.