

Library Guest Computer Use and Printing

1. Ask for a Guest Pass from the Circulation Desk. Passes are for one hour of use per day and are not renewable or extendable.
2. Login to either of the two computers near the Security Desk with the provided username and password.
3. Read and agree to abide by the computer use terms.
4. Please save any documents or pictures to an internet cloud site or email them to yourself. Any files saved to these computers will be automatically deleted.
5. When you are finished using the computer, click on the “Log Out” button on the large clock that is counting down your hour. Doing so will properly close your session and restart the computer for the next guest.

Guest and ECU Faculty/Staff Printing

As a convenient and occasional service to library guests and to ECU faculty/staff, the library allows printing up to 10 pages for free each day. To print:

1. Ensure your document is 10 or fewer pages.
 - If your print needs exceed 10 pages, please visit a public library or a local store that offers printing (e. g. FedEx Office, The UPS Store, Staples, Office Depot).
 - ECU faculty/staff may discuss printing needs with their respective departments.
2. Click Print in your software or internet browser. If printing a PDF, select the PDF’s print option, not the browser’s print option.
3. Choose the printer named “Pick Up At Circulation Desk”.
 - You may make other print setting changes for your print job, if desired.
 - The library cannot print on any type of specialty paper, labels, or other materials.
4. When ready to print, click Print.
5. Ask for your document at the Circulation Desk.

