Guest User Computer Procedure

In order for a guest borrower to obtain log-in access to a computer, they must fill out a guest borrower form, located behind the service desk. It is important that the guest includes their name, the date, and the time which they begin using the computer.

Once the guest borrower has signed and agreed to the terms and conditions, a staff member may log the guest into a Brescia computer station by using the guest username and password login, and making note of which computer the guest is using. Once logged in, the guest has a three hour usage period. Upon completion of the three hour usage period, the user may request a time extension in hourly increments if no one else has asked to use the guest user account in the meantime.

Please note, the guest user login may not be reserved or booked in advance. It is a 'first come, first served' basis for all guests of Beryl Ivey Library.