

Services of the Morris Area Public Library

Computers- Public computers are available for 75-minute sessions. In order to access a computer, you will need a Morris Area Public Library card or card from another PrairieCat Library that is in good standing (less than \$5.00 in fines/fees and/or fewer than 5 overdue items checked out). Computer passes are \$1.00 for those without valid card from a PrairieCat Library. The public computers are attached to printers. The fees for print-outs are \$.10 for each black-and-white letter-size page and \$.25 for each color lettersize page.

Library catalog computers are located in the adult and children's departments.

Those using the library's computers are subject to the library's computer and internet use policies. Additionally:

- The library offers a series of computer classes for basic computer use. Information about class content may be found on our online calendar. The library also offers one-on-one sessions with our technology support specialist. These sessions are available by appointment only. Please call the library at (815) 942-6880 to set up an appointment.

Laminating- Laminating is done every week. Please leave your name and phone number with the items to be laminated so staff can contact you when your items are finished. The laminating fee for the thin plastic is \$.50 per linear foot (25 inches maximum width). Lamination of small items, done at the Media Desk with thicker plastic, is priced according to size.

Microfilm Reader/Printers- Two microfilm readers are located in the local history department for public use. Both machines have printing capabilities; the fees for printing are \$.10 for each black-and-white letter-size page. Please ask a staff member for assistance with the machines if you are unfamiliar with them.

Notary Public- As a service to the community, the library offers free notary services to Grundy County residents. Although a notary is generally available at all times, it's best to call before coming to the library to make sure. Notary service will be provided only to Grundy County residents and only to residents providing proper photo identification in accordance with applicable statutes. Notary service will not be provided if, in the sole discretion of the library, there are issues of identification or authenticity of documents.

Photocopiers- Photocopiers are available for public use. A black-and-white copier is located in the computer area.

Charges are:

letter-sized paper: \$.10

legal-sized paper: \$.15

ledger-sized paper: \$.20

Scanning & Faxing- The Library has a combination scanning and faxing machine for public use. It is located in the computer area. Scanning documents is free, while faxing is \$1.00 per page.

Reference/Reader's Advisory- Our staff will be happy to assist you with any reference questions you may have. We can help you find community information as well as local history or genealogy resources. We can also help you find information or resources for school projects. For our avid readers, we can help you locate a title of your choosing or offer suggestions for read-a-likes or similar genre fiction and non-fiction.

Out of System Holds- When materials are not available in PrairieCat, sometimes the Library can request items out of the system. Request forms are available at the Circulation Desk. In State holds are free. Out of State holds are a nominal postage fee, determined by current postage rates.