

# Library Services

The Valparaiso Community Library offers a host of services ranging from borrowing print or electronic books (e-books) to public computers for patron use. Other technology services include copier, printer, fax machine, and wireless network.

Library cards are required in order to checkout materials. The [Internet Use Policy](#) is applicable to all library computers and devices utilizing the library's wireless network. Below are examples of our library services.



## **Borrowing Library Materials**

[Registered library cards are required to checkout any library material.](#) Available materials include books, e-magazines, audiobooks, e-books, digital audiobooks, music CDs, DVDs, Blu-rays, and video games. Some print reference material is available for checkout. You must use your own library card to checkout library materials. Please see staff to obtain a library card.

## **Guest Computer Use**

Guest may use a computer for short-term access to computer programs, e-mail and the internet but do not need a regular library card. Please see library staff for assistance.

## **Wi-Fi (wireless) Network**

The Valparaiso Community Library offers free Wi-Fi service during normal business hours. Wi-Fi network is available for most wireless devices. Please note, the [Internet Use Policy](#) is applicable to any wireless device using the library's wireless network. Please see library staff for assistance.

## **Printing from Computers**

Black & white printing cost 25 cents per page and color printing cost 50 cent per page. Unclaimed prints are discarded.

## **Copy Machine**

Copier machine prints in black & white or color. B&W copies cost 25 cents each and 50 cents each for color. The copier is USB-enabled which allow users to print directly from USB devices.

## **Fax Machine**

A fax machine is available for incoming and outgoing faxes. Our fax number is (850) 729-1120. Outgoing faxes to local numbers (within Okaloosa County) has no charge up to 10 pages, 20¢ per additional page. For toll free numbers (800, 888, 877, 866, 855, 844, 833) there is no charge for up to 10 pages, 20¢ per additional page. To fax to long-distance numbers the cost is \$1.00 for 1 page, 2-10 pages cost \$2.00, all additional pages are 20¢ a page. We do not fax to international numbers. All incoming or receiving faxes are no charge up to 10 pages, 20¢ per additional page. A free confirmation receipt is available upon request. All faxes should be processed 20 minutes before closing time. Please see a library staff member for assistance.

## **Local Courier Service**

Requested items from other Okaloosa Libraries will be delivered by the courier service. The days of delivery vary each week.