

DHCLS provides several special-purpose computers for special-purpose use. These include a genealogy and local history research computer, a microfilm reader computer, and a small-business resource computer. Due to their specialized uses, use of these computers is managed by DHCLS staff. Other things to know about the special computers:

- This Special Computer Policy applies in addition to the Public Computer Policy for all DHCLS computers and Internet connections. If you are unfamiliar with the Public Computer Policy, a copy is available online (<http://www.dhcls.org/services/Internet-and-computers/policy>), can be provided on request at the Circulation Desk, and displays every time a patron logs on to one of our computers.
- You must have a DHCLS library card IN GOOD STANDING (no fines, overdue books, etc), or you must purchase a guest pass at the Circulation Desk (\$1 fee for guest pass, must present identification), in order to use the special computers. For the microfilm reader, a guest pass is not required, but you must present identification if you do not have a library card.
- For the safety of our computer equipment, **NO FOOD IS PERMITTED NEAR DHCLS COMPUTERS**. Drinks with a spill-proof lid are permitted.
- With the exception of the microfilm reader, time limits for the special computers are the same as for normal patron computers; one visit to library computers per day, for a maximum of two hours. Sessions run for sixty minutes at a time; at the end of your first session, you may extend your time for an additional sixty minutes if desired. **This limit applies to all DHCLS-owned computers, including the Special Computers.**
 - Microfilm computer users may take as long as they require. **HOWEVER**, if you are using the reader and someone else is waiting, please refer them to the Circulation Desk. If you are aware that someone is waiting to use the microfilm reader, please end your session within an hour.
- The special computers, like normal computers, reset to a default state at the end of each user session; all work performed on the computer **WILL BE LOST**. Please save your work to external media (CD, DVD, flash drive, etc.), **OR** email your work to yourself, before the end of your session.
 - Flash drives are available for purchase at the Circulation Desk.
- The genealogy and local history research computer provides:
 - Ancestry.com and Heritage Quest access
 - Internet access
 - Dothan Eagle obituary index (excel files on desktop)
 - Black/White and Color Printing
 - Microsoft Office 2013 Professional Plus
- The microfilm reader computer provides:
 - Access to a ProScan 3000 microfilm reader with the ability to print, copy files to a flash drive, and to attach to email.
- The small-business resource computer provides:
 - Internet access
 - Black/White and Color Printing
 - Adobe Creative Suite 6 (CS6) Design Standard
 - Microsoft Office 2013 Professional Plus
- Patrons are responsible for any damage to the Special Computers and their contents.
- Computers will be unlocked by staff only – with the exception of the microfilm reader, you must then log in using your Library Card Number/PIN or guest pass (as you would on any other public computer).
- Due to space constraints, please limit two people per computer.
- The patron who checked out the computer will receive a special computer slip. They are responsible for returning it to the Circulation Desk when done with the computer. A fine will be charged if this slip is not returned.