

# Computer Access FAQ for Group Visits

## UWinnipeg Library

*“Eresource” refers to any digital material made available through the University of Winnipeg Library, including ebooks, online articles, and databases.*

### Can I use the Library’s computers and eresources?

Yes! Please ask the Librarian coordinating your visit to request **digital access passes** for your group. A digital access pass provides a temporary username and password that you can use to log in to computers, which provide access to the internet, eresources, Microsoft Office programs, and printing.

### How many computers are available?

The Library has a total of 30 computers available in public spaces; to ensure computers remain available for students, staff, and faculty, visiting groups may not use more than 20 computers at a time. Computers cannot be booked in advance or otherwise reserved; for this reason, the Library cannot guarantee sufficient computers will be available for large groups.

### Is there a time limit for using the computers?

Each Digital Access Pass provides two hours of computer use. You may log in and out as often as you like, but your login credentials will expire after two hours of total use. For more time, you may use an additional pass with new credentials, but groups are limited to a total of 20 passes per visit; if there are twenty people in your group and each one uses their own pass, you cannot request additional passes for more time.

### I have a UWinnipeg library card; can I use that to get more digital access passes?

Individual visitors may obtain passes at the circulation desk, but cannot do so when visiting as part of a group. Groups who attempt to circumvent the 20 pass limit by requesting individual passes may have their library computer privileges revoked.

### **Can I use my personal device?**

If you belong to an Eduroam institution, you can connect to the University's Eduroam network and access the Library's eresources from your personal device. However, the University does not have a public WiFi network and eresources cannot be accessed from a mobile data connection, so we do not recommend personal devices for anyone who does not have access to Eduroam through their home institution.

### **Can we print, photocopy, and scan at the Library?**

Yes! Please ask the Librarian coordinating your visit to add **printing and photocopying privileges** to your digital access pass. Printing and photocopying have a per-page fee, and scanning is free. Please note that wireless printing is not available, and all printing must be done from Library computers.

### **How far in advance do I need to book my group visit?**

Please schedule your visit at least two weeks in advance, so that we have sufficient time to prepare your digital access passes. All visits must be coordinated with a Librarian; you cannot book directly with the Circulation department.

### **Can I save my work to Library computers?**

No; login credentials are temporary, and anything saved to a Library computer will be deleted when you log out. Please bring a USB drive to save any files that you would like to keep after you log out.