



SCOTT COUNTY PUBLIC LIBRARY



Computer Lab Policy

Revised: 11/2014

Reviewed: 11/2014

The purpose of the computer Lab is to provide workshops for the general public, and to provide training of Library professionals at the Scott County Public Library. The public is welcome to use its facilities, however, programs, classes, or other activities presented directly by the library or by an organization with the sponsorship/support of the Library take precedence over non-library use of the Lab.

With this policy the Scott County Public Library Board of Trustees reaffirms its support of, and commitment to, the Library Bill of Rights of the American Library Association. Use of the Lab is open to organized groups engaged in educational training on an equitable basis, regardless of the beliefs or affiliations of groups or individuals within the group requesting the facility.

The Lab may be used free of charge, by outside groups or instructors, except for the cost recovery of printing (check with staff for current cost per page). A \$100 deposit is required before booking can be confirmed. The \$100 deposit will be refundable as long as there is no damage to the room or equipment. No organization or instructor may charge patrons for use of the Lab.

The special Windows system profiles, security settings, disabled functions and other customized aspects of the Lab are part of a standard setup. This means that applications, Web sites, and other functions that operate on computers in your organization, business, school, home, or anywhere else may operate differently or not at all in the Lab. Be sure to preview the Lab's functions well in advance of scheduled use.

TYPICAL USES & FACILITY

Workshops offered to the public may include but are not limited to Basic Computing Skills, Introduction to Microsoft Office applications, the Internet, using Web-based E-mail, and using the Library's new online catalog system and databases.

The computer lab is set up with equipment for eleven students and one instructor. A ceiling mounted projector and printer are also available.

APPLYING FOR USE

Lab times available for public group training must occur during regular library hours. Hours and schedules must be approved by the Library Lab Coordinator. Library activities presented directly by the library or by an organization with the sponsorship/support of the Library take precedence over non-library use of the Lab.

APPLICATION

- Requests for use of the Lab should be made not less than ten days and not more than six months in advance of the program.
- A refundable \$100 deposit must be made before application can be approved.

Library Operations Policy

- An authorized, responsible contact person (or a designated trainer), who is at least eighteen years of age, must serve as the central contact for the Library Staff regarding each Lab booking, and agree to accept responsibility for all Library property, the condition of the room, and the conduct of the group. The contact person or trainer is also responsible for opening and securing the Lab, and is expected to be in attendance for the entire duration of the Lab use session.
- Applications (see attached form) for use of the Lab must be filed in writing with the Lab Coordinator who is authorized to grant or deny permission for use of the Lab. The applicant will receive notice of approval or disapproval of the application as soon as possible.
- Children or student groups must have adequate supervision by a person at least eighteen years of age.
- Permission to use the Computer Lab is not transferable from one organization to another.
- Any change of the authorized officer or Lab session content indicated on the application form should be submitted to the Lab Coordinator.
- Application forms and contact information for the Lab Coordinator are available at the Library Information Desk.

LAB USAGE

- The authorized representative or trainer must schedule a short training/orientation session with the Lab Coordinator before the first time of intended use.
- Trainers need to preview the Lab set-up before the actual day of training. The library staff will not be available to train the trainers "on the fly".
- Library staff (including the Lab Coordinator) cannot change the configuration or set-up of the computers in the Lab. Library staff cannot add or delete programs, create or modify network accounts, or bypass any security settings.
- Outside programs may not be run or installed on the computers. Only programs already installed on the computers may be used in the Lab.
- The Internet changes daily. There will always be websites or Internet programs that the Lab computers cannot access. Prior testing is essential.
- The Internet is filtered but there will always be websites that may be offensive, proceed with caution. Prior testing is essential.
- The Lab is secured at all times when not in use for training or maintenance. The authorized representative or trainer must check in with the staff at the Information Desk to gain access to the Lab.
- Groups should have ready any extra supplies, including dry erase markers, erasers or dry erase cleaner for the whiteboard; paper for the printer; other office supplies, etc. Supplies are not furnished by the Library.
- PC's are left off to allow clean starts, to reduce heat in the Lab, and to save energy.
- If the printer is to be used, it must also be turned on, and the paper loaded.
- The digital projector for the teaching PC is mounted on the ceiling and may be turned on with the remote.

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- On finishing the training, the projector should be turned off. Turning it off requires pressing the ON/OFF button on the remote twice.
- Each PC & monitor should be Shut Down from Windows-(from the Shut Down option on the Start menu or the option on the CTRL-ALT-DEL dialog box), until "It is now safe to turn off your computer" appears on the screen.
- All equipment should be turned off including the printer and scanner.
- Please make sure the whiteboard is clean, lights are off and all personal items picked up, and that all Lab doors are locked before leaving.
- The authorized representative must check in with the staff at the Information Desk upon leaving to secure the Lab.

CANCELLATION

The Lab Coordinator should be given at least a 72-hour advanced notice of the group's desire to cancel an approved Computer Lab session. In the event cancellation by the Library is necessary for any reason, every effort will be made to notify the applicant at least 72 hours in advance of the approved session.

GENERAL GUIDELINES

- Patrons must use a valid SCPL Library card or other valid identification if not a Scott County resident.
- Applicants and all users agree to follow the Library's posted rules of conduct, and to cease use of the Lab immediately upon notice by Library staff to do so.
- No food or drink is allowed in the Lab.
- Maximum of 2 people per computer.
- Maximum of 15 people in the Lab.
- Smoking and alcoholic beverages are prohibited in the Library, which includes the Computer Lab
- Nothing may be attached to the walls or ceiling of the Lab.
- Applicants using the Computer Lab must bring their own paper, pens, dry-erase markers, laser pointers, USB drives, etc. The library does not provide this material.
- The applicants and all users of the lab are responsible for the prompt removal of their property at the close of the session. The Library is not responsible for equipment, supplies, materials, or other items owned by a group or organization and used by them in the Library.
- Lab users are responsible for cleaning up and putting things in order. No custodial staff assistance is available for this purpose.

LAB USE POLICY STATEMENTS

- The Lab Coordinator is responsible for supervision and management of the Lab. The Lab Coordinator may enter the Lab premises at any time.

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- There are no registration fees or charges for use of the Library Computer Lab. However, a refundable \$100 deposit is required.
- No organization may charge attendees for the use of the computers.
- The Lab and Library facilities may not be used for meetings which are commercial in their purpose or aims.
- Approving the use of the facilities in no way constitutes endorsement of the policies or beliefs of anyone using the Computer Lab.
- Neither the name nor address of the Scott County Public Library may be used as a mailing address for an organization meeting in the Lab.
- Users may not make illegal copies of the copyrighted software owned by the Library, nor may they use Library equipment to duplicate other software illegally.
- Software and online information is protected under the Copyright Law of the United States of America, Title 17, and U.S. Code. Software piracy is a crime. Violators will automatically lose their computer use privileges and may be subject to criminal prosecution.
- There are State and Federal laws governing the use of computer and telecommunications resources. Lab users are required to abide by these laws as well as Library policy.
- The applicant agrees to hold the Library, Library Trustees, including each and all of their respective officers, as agents and employees, at all times free and harmless from and against any and all claims, demands, or judgments which arise out of, and in connection with, or be the result of any injury or loss of any kind sustained or suffered by any person or persons while attending a Library Computer Lab session, or while on the premises of the Library building and grounds.

AMENDMENTS AND EXCEPTIONS

- The Scott County Public Library Board of Trustees reserves the right to amend this policy as needed
- Provisions of this policy may be waived or amended under special conditions only by the approval of the Library Director or his/her designated agent.
- The Director must approve any exceptions or deviations from this policy prior to use of the Lab

Library Operations Policy

SCOTT COUNTY PUBLIC LIBRARY

APPLICATION FOR USE OF THE COMPUTER LAB

AGREEMENT BY USER

In consideration for the use of the computer lab at the Scott County Public Library, the group agrees that

- It will leave a \$100 good faith deposit upon booking
- It will pay for all damages to any property of the Scott County Public Library resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization or any of its invitees and forfeit the deposit fee.
- It will take responsibility for compliance with the American Disabilities Act.
- It is understood that the Scott County Public Library assumes no responsibility whatsoever for any property placed in the library in connection with a meeting, exhibits, or display; and that the Scott County Public Library hereby, expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained by reason of a meeting, exhibit, or display.

I have read and understand the policy for the use of the computer lab and agree to follow the rules set forth. I understand that the library director and library board reserve the right to discontinue computer lab privileges to any applicant who infringes on the rules as defined in the policy.

By signing below, as the authorized officer representing the below organization, I am indicating that I have read and understand the Library Computer Lab Guidelines and policies and that I and my users agree to abide by the elements and conditions thereof.

ORGANIZATION: _____

SIGNED: _____

DATE; _____

Return signed form to: Information Desk, Scott County Public Library, 104 South Bradford Lane, Georgetown, Kentucky 40324; (50