POLICY

Category: Access & Facilities

Number: E.8

Title: **Computer Lab Policy**

Effective Date: November 19, 2004
Authorized By: Library Board of Trustees
Last Revision: New

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The Cudahy Family Library has a Computer Lab which is primarily for use by individual library patrons during the Library's normal hours of operation. On occasion the Computer Lab may be closed to the public for workshops and training sessions sponsored by the Library. Community organizations, businesses and schools may also be granted approval to use the Computer Lab for training sessions when the Library is closed to the public.

A person's right to request the use of the Computer Lab will not be denied because of origin, age, race, sex, background, views, sexual orientation, disability, membership or lack of membership in an organization or group, or for any other reason. Users of the Computer Lab are required to comply with the American With Disabilities Act in reasonably accommodating persons with disabilities. Usage by groups comprised primarily of people under the age of 18 requires the presence of a responsible adult at all times. Library staff may attend or observe any training session at any time.

<u>Lab Description, Capacity and Equipment Available</u>

The Computer Lab is equipped with 18 Dell Optiplex GX260 computer workstations, a HP LaserJet 4200n black-and-white laser printer, a HP CP1160 color inkjet printer, a Microtek ScanMaker 6700 scanner and a pull down projection screen. All lab computers are installed with Microsoft Office 2000 Premium, Windows 2000 Professional, a SAM reservation system, standard Web browsers and a variety of reference databases including Badgerlink, AllData, Ancestry Plus and netLibrary. The SAM reservation system requires that all users must have a current Milwaukee County Federated Library System (MCFLS) library card to use the computer workstations. First time users to the Computer Lab will have to visit the Library during open hours to have their MCFLS cards imported into the SAM reservation system. Users with fines over $5.00 on their library cards must also visit the Library and reduce their overdue account to under $5.00. There are also a few computer handbooks and bibliographies prepared by the Staff with recommended Internet sites on a variety of topics. Room capacity is 22 occupants.

In addition to the equipment in the Computer Lab, users may also request on their application forms the use of a Dell Inspiron 5000e, Pentium III 600w/SpeedStep laptop computer, a LCD Projection system, an overhead projector, an AV cart and easel stand. The Dell laptop computer does not have an Ethernet connection and users can not access the Internet with the laptop computer.

If the group would like to use software that is not available on the Library's network, it must be requested on the application form and reviewed by the Library Staff before permission to use the Lab is granted. All software must be compatible with Windows 2000 and the Library's internal security measures. No software will be installed on the Lab computers without a current copy of the license, indicating institutional ownership and quantity sufficient for Lab participants. Software will be removed at the end of each session. No hardware, cards, chips or peripheral devices may be attached to lab computers without prior approval of the Library Staff. Users may not download any software or plugins from the Internet without permission.

Hours

The Computer Lab is available for use by groups when the Library is <u>not</u> open to the public. The Library's hours are as follows:

Sunday	Noon – 4:00 p.m.
Monday – Thursday	10 a.m. – 8:00 p.m.
Friday – Saturday	9 a.m. – 5:00 p.m.
Saturday (June – August)	Noon – 4:00 p.m.

Possible times for training sessions would be Sunday mornings or evenings; Monday through Thursday mornings from 7:00 a.m. until 10:00 a.m. or evenings starting at 8:00 p.m; Friday and Saturday mornings before 9:00 a.m. or evenings after 5:00 p.m; or Saturday mornings in the summer. The confirmation of an applicant's request will depend on the availability of Library Staff to accommodate the hours of the booking. The Library Staff that opens the building for the use of the Computer Lab may not be trained in technology, and users of the Computer Lab must realize that, if unforeseen technical problems do occur in the Lab during a session, it may end their session immediately.

Fees

The cost to use the Computer Lab is based on the Library's fee schedule for meetings held before or after the Library's hours of operation: $25.00 per hour. All users are also asked to consider a $5.00 donation for the carpet-and furniture-cleaning fund.

There will be a printing charge of 10 cents per page for black-and-white copies and 50 cents for color copies. These charges apply whether the user brings paper or uses Library paper. The Library has a pay-for-print system to handle print charges. Prints must be prepaid by adding money to the patron's library or computer card account. Payment for printouts will be automatically debited when the print is made. Lab participants who do not have current MCFLS library cards must visit the Library before their training session to apply for a card and have it imported into our pay-for-print system. Users with fines over $5.00 on their cards must also visit the Library and reduce their overdue account to under $5.00. All printing must be started 15 minutes prior to the end of the training session.

All fees are due in full at the time of application. Fees are non-refundable; however, if a user cancels the use of the Computer Lab 48 hours or more in advance of a scheduled and confirmed time, another date with the same number of hours requested may be scheduled at no extra cost. Exceptions will be made in the event of severe weather or if unforeseeable circumstances cause a Lab session to be cancelled by the Library Director.

<u>Application Process</u>

Applications must be filled out at least ten days in advance by an authorized person willing to accept responsibility on behalf of the group involved. Said person must sign a statement of agreement on the application form to abide by all the rules, regulations and fees set forth in this policy and must communicate this information to the individuals who will be using the Lab. The group is then completely responsible for the condition of the room, furnishings and all the equipment, including any damages that may occur during its usage.

Permission to use the Computer Lab is not transferable from one organization to another. Furthermore, any change in the designation of the responsible person for the group, must be submitted immediately to the Library Director. The Library should be given at least 24 hours advance notice of a group's need to cancel an approved training session.

The group's authorized signer is the contact person and is expected to be in attendance for the entire duration of the Lab-use session. The contact person must schedule a short training/orientation session with the Library Staff before the first time of intended use.

Applications are available at the Service Desks.

<u>Principles of Use</u>

1. Patrons using the Computer Lab must comply with all the rules and requirements set forth in the *Library Code of Conduct Policy* (Access & Facilities E.3), the *Public Use Computer Policy* (Services D.1) and the *Internet Acceptable Use Policy* (Services D.4). Copies of the three policies will be given to the group's contact person at the time of booking. Patrons intentionally violating these policies while using the Computer Lab will be asked to leave the premises immediately. The Library may deny groups future use of the Computer Lab based on past incident reports.

2. The Computer Lab and all the equipment shall be left in a neat and orderly condition. Furniture may not be moved into or out of the Computer Lab without prior permission. Cleanup must be accomplished by the scheduled ending time of the training session. Failure to leave the Computer Lab in a neat orderly condition may deny a group's future use.

3. The Library will not accept calls, relay messages or page any person attending a training session in the Computer Lab except in the case of an emergency. If an emergency occurs in the Computer Lab, a representative from the group must report the incident immediately to Library Staff.

4. Access to the Library and its collections will not be available to individuals using the Computer Lab before or after hours.

5. Nothing may be attached to the walls, ceiling, floor, or door of the Computer Lab without permission from the Library Director or her designee. Any electrical and/or large equipment not owned by the Library may not be used without prior approval by the Library Director or her designee.

6. Library staff are not available to assist any group in the carrying of supplies to and from the Computer Lab or to run any of the equipment for the training session.

7. Training presentations in the Computer Lab must be in conformation with current copyright regulations. The software and documentation made available in the Computer Lab is for use only in the Lab and is not to be duplicated for use elsewhere.

8. Users should bring their own office supplies for the training session; the Library cannot be expected to provide pens, pencils, paper, etc.

9. Attendance in the Computer Lab may not exceed the room capacities stated in this policy.

10. Users may not store equipment or materials in the Computer Lab before or after their training sessions. The organization using the Computer Lab is responsible for the prompt removal of its property at the end of each session.

11. Problems with the equipment in the Computer Lab should be reported to the Library Staff before the group leaves the Library premises. Users should not attempt to fix any of the equipment themselves.

12. The Computer Lab will be inspected by Library Staff before the Lab is opened to the general public. If vandalism occurs to the Lab or any of the computer equipment, the user will be responsible for cleaning the room and/or paying for the damage. If the user refuses to do either, the cost of the repairing or cleaning will be sent to the user's residence or place of business.

13. The Library reserves the right to reschedule or cancel Computer Lab reservations at any time in order to use the Lab for training sessions sponsored by the Library. As much notice as possible will be provided to the user affected by a change, and suggestions for other session dates will be made when possible.

14. Users of the Computer Lab must agree to hold harmless the Cudahy Family Library and the City of Cudahy, their employees, elected and appointed officials, and their agents from responsibility and liability for any property damage, property loss, personal injury, or death which may occur subsequent to such use for any reason.

15. The Library Director may grant or deny applications that appear to be clearly covered by this policy and shall refer other requests to the Library Board for a final decision. Applicants that are denied the use of the Computer Lab can appeal to the Library Board for a review of the Library Director's decision. Written notice of said appeal and all written documentation supporting the appeal are to be delivered to the Library Director at least five business days before the next Library Board meeting.

CUDAHY FAMILY LIBRARY   **Application for COMPUTER LAB USE**

Please fill out completely:

Name of Organization/Group: _____

Represented by: Name _____   Title _____

                          Address _____

                          Telephone _____   Fax _____

                          E-mail _____

Date requested: _____   Estimated Attendance _____

Time requested: _____

Indicate the equipment needed:

Equipment needed:
          _____ Overhead Projector
          _____ Opaque Projector
          _____ AV Cart
          _____ Easel Stand
          _____ Laptop Computer
          _____ LCD Projection System

Software we would like considered:

_____   Copy of License provided _____

_____   Copy of License provided: _____

_____   Copy of License provided: _____

As an authorized representative of the above organization, I hereby apply for the use of the Computer Lab as indicated above. I have read the rules and policies governing the use of the Computer Lab included with this application and agree that they will be strictly observed. I accept responsibility on behalf of the above organization for any damages that might occur to Library or city property during our use of the facility. In case a training session is canceled, I agree to notify the Library as far as in advance as possible. I shall indemnify and hold harmless the Cudahy Family Library, the City of Cudahy, its officers and employees, and the Cudahy Family Library Board of Trustees from any damages for personal injury or property damage and for the costs of defending claims for the same, including attorney fees, arising our of the acts or omissions of use of the Computer Lab in the Cudahy Family Library.

Signed: _____   Date: _____

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_____Application Approved _____Not Approved   Software Approved _____ Not Approved _____

_____ Fee Collected   ____ Fee Returned   _____ $5.00 Cleaning Donation

Before/After Hours Use: _____ Hours x $25.00 per hour   **Total fee: _____**

Notes from Director:
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Director's Signature: _____Date: _____