LEWIS & CLARK LIBRARY
Computer Lab Policy

POLICY STATEMENT – The Lewis & Clark Library maintains a Computer Lab to provide free computer access and training for the patrons of the Lewis & Clark Library.

Description: The Computer Lab consists of eleven computers (one instructor computer and ten student computers), access to printers, and a projector and screen to display the contents of the instructor's computer.

PROCEDURES

Eligible Computer Lab users – All groups are invited to schedule and use the Computer Lab. The Library reserves the right to make schedule changes and to alter Computer Lab schedules according to the Library's needs. In general, the Library allows groups to reserve the Computer Lab on a first-come-first-serve or (in case of a conflict) according to the following order of priority:

> **LIBRARY PROGRAMS** – which involve the Library staff;
>
> **LOCAL GOVERNMENT TRAINING** – official training of Lewis and Clark County, City of Helena or State government agencies/departments;
>
> **CLASSES, WORKSHOPS, TRAINING** – taught through non-profit educational institutions;
>
> **BUSINESS or ORGANIZATIONAL TRAINING** – of non-profit organizations.

Computer Lab Reservations – Reservations of the Computer Lab are made by staff at the information desk. Reservations should be booked as far in advance as possible; however, on-going reservations may only be made for three months in advance. The Library reserves the right to limit the reservation of the Lab.

Computer Lab hours – The Computer Lab is open during regular Library hours.

Refreshments – Food and drink are not permitted in the Computer Lab.

Messages – Library staff are not able to accept calls or relay messages to people attending training in the Lab except in emergencies.

Smoking – Smoking in the computer Lab or in any part of the Library is prohibited.

Storage – The Library is not able **to** provide storage for materials in the Lab.

Software on the Computer Lab computers – Software not included on the Computer Lab computers cannot be installed by users of the Computer Lab without prior arrangements with the Library Systems Manager.

Alternate Use of Lab Computers – The Lab computers will be available to the public for Internet access, scheduled by staff at the Information Desk unless training is scheduled.

Approved by the Board of Trustees February 20, 2001
Reviewed and amended by the Board of Trustees June 24, 2008
Reviewed and approved by the Board of Trustees June 28, 2011
Reviewed and amended by the Board of Trustees October 21, 2014