

Bryan + College Station Public Library System

Policy: COMPUTER LAB USE - GUIDELINES

The Gates Computer Lab at the Bryan Public Library is available for organizations to use to teach their members computer skills. The person making the reservation must have a library card in good standing. Reservations can be made up to 3 months in advance and they must be made in person at the library. Any reference librarian can make the reservation.

The lab may be booked for periods when the library is open, but patrons must be finished 30 minutes before closing. There are 10 classroom computers and one instructor computer.

Users are not required to have a library card. The groups using the lab are expected to be not for profit organizations, but under certain circumstances, with the approval of the Community Librarian, a business could reserve the lab to teach their employees new techniques.

The computers must be used as they are. The Library cannot download software for the group. Exceptions may be made for Texas State Library workshops. Groups booking the lab must provide their own instructor. The Library will not provide support for the lab other than routine logon, setup of projector. The patron making the reservation is responsible for the care of the equipment. The instructor must take responsibility for patrons under the age of 18 who use the Internet.

No food or drink is allowed in the lab.

Reservations must be made in person. We will be happy to answer questions over the telephone, but we will not confirm the date until you sign the reservation form.

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Policy: COMPUTER LAB USE - RESERVATION FORM

Date of Reservation _____
Time of Reservation _____ to _____

Lab Reservation Form

As the responsible party, I agree to the following:

1. I have a library card in good standing.
2. I am accountable for the condition of the Lab and all computers, as well as for any material viewed by participants on the Internet.
3. A Group is defined as 1 instructor and 4 or more students.
4. The Group is identified as not-for-profit organization.
5. The Group will provide its own instructor for the class. I understand the Library will not provide support for the lab except for routine logon.
6. No food or drink will be allowed.
7. I will not leave the Lab unattended for long periods of time. If the group takes a lunch break I will inform the Library staff to secure the computers.
8. Class must be completed and Lab back to original state 30 minutes before Library closing.

Signature: _____ Today's date: _____

Patron name printed: _____ Library card number: _____

Patron home phone: _____ Patron work phone: _____

Group name: _____ Number of people expected: _____

Purpose of program: _____

Do you plan to use the projector & screen? ___ Yes ___ No

Do you plan to use the dry erase board and markers? ___ Yes ___ No

I understand that if any participants are under 18 years of age they have their parent's permission to use the Internet.

Signature _____ Today's date _____

Staff member signature _____ Date: _____