



SPOKANE PUBLIC LIBRARIES

DOCUMENT #30.4

EFFECTIVE DATE: October 25, 2002 (Revised: August 20, 2013)

SUBJECT: POLICY ON COMPUTER LABORATORY USE

1. ELIGIBILITY FOR USE

- 1.1 The Spokane Public Library Computer Lab serves as a facility for library sponsored classes on the Internet and on specific software installed on the computers. The Lab is also available for use free of charge for classes sponsored by non-profit organizations and government agencies for purposes in keeping with the mission and goals of the library. The Computer Lab may not be used for commercial purposes including the charging of any fees by the group or instructor.
- 1.2 Reservations for use of the Lab should be made not more than three months in advance and not less than 14 days. Notifications of cancellations are required at least 48 hours in advance of the reservation. Library sponsored programs will be given preference in scheduling. The library reserves the right to reschedule or cancel Computer Lab reservations at any time in order to use the facility for classes sponsored by the library. As much notice as possible will be provided to the group(s) affected by a change.
- 1.3 The Computer Lab must be scheduled during Library open hours and classes must conclude 15 minutes prior to closing.
- 1.4 An authorized officer of the organization or group who is at least eighteen years of age must agree to accept responsibility for the condition of the room, for Library property, the conduct of the group and be in attendance for the duration of the Lab session.
- 1.5 A Computer Lab Application Form must be completed and returned to the Library. Computer Lab Application Forms must be updated annually. All Computer Lab applicants will receive a copy of the Spokane Public Library Rules of Conduct and of this policy as part of the application process.

2. CONDITIONS OF USE

- 1.6 Library staff will maintain the equipment in the Lab to the best of their abilities and every effort will be made to resolve hardware and software problems in a timely manner. However, equipment problems may not always be dealt with during the class session.
- 1.7 Software, hardware and peripherals not already available in the Lab cannot be added to the computers. Lab users are welcome to recommend software or hardware for the Library's purchase consideration, but doing so will not be

considered a commitment on the part of the Library to purchase, install, upgrade or retain said software or hardware.

- 1.8 Illegal use of the Lab and facilities will not be permitted. Users may not use library equipment to illegally duplicate software. Violators will automatically lose the lab and computer use privileges.
- 1.9 Use of the Computer Lab does not constitute an endorsement by the Library of the booking organization's point of view or purpose. No advertisements or announcements implying such an endorsement are permitted. Registration for class participants is the responsibility of the sponsoring organization.
- 1.10 The applicant is responsible for reasonable care of the room, furnishings, and equipment and will be held responsible for any damage and the general condition of the room and equipment after use. The applicant will be assessed reasonable charges for repair or replacement of any damaged contents of the room including flooring, ceiling and anything attached thereto.