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Gates Computer Lab

Purpose/Use Statement and Reservation Form

The purpose of the library's computer training lab is to provide a site for hands-on computer training for Idaho librarians, Boise City employees, community groups and library patrons. Equipment in the room includes 10 student PCs, 1 instructor PC, a data projector, a black and white laser printer, and a white board.

Training may be scheduled in advance by library staff, city departments and community groups. When training is not scheduled, library patrons may use the lab when a library staff member is present to provide assistance and monitor use. All use of the lab is subject to the following guidelines:

1. The room may be made available to Idaho librarians, Boise City employees and local community groups for non-commercial, computer-related training. No admission fee may be charged to students, no matter when, how or where collected, and no soliciting of funds may occur. It is understood that legitimate dues and membership fees do not constitute admission fees.
2. Reservations should be made as far in advance of the desired class date(s) as possible. Only one group at a time may schedule the lab. Maximum capacity of the lab is 15 students plus one trainer/instructor.
3. The library may revoke permission for use of the lab to any group that violates the regulations. With adequate notice, the library reserves the right to revoke permission to use the lab. The Director is authorized to deny permission for use of the lab to any group or individual that violates these procedures.
4. All classes must begin and end during regular library hours. Groups must vacate the lab at the regularly scheduled closing time.
5. Groups are expected to provide their own instructors, to schedule and register their own students, and to be able to use the software and equipment without help from the library staff. A staff member may be available weekdays to show an instructor how to log in, use the projector, etc.
6. Any publicity relating to any class held in the library's training lab shall clearly state the name and contact information for the sponsoring organization, and shall not imply that the class is sponsored by the library unless the library has formally agreed to co-sponsorship.
6. Any group or class using the lab may not disrupt the use of the library by others. Individual students and instructors are subject to all library rules and regulations, including the prohibition of smoking, food and drink of any kind.
8. Organizations using the room assume responsibility for any theft/damage to the room or its contents. The room must be left in a neat and orderly condition and in the order in which it was found.
9. No *electronic* equipment other than that provided by the library is to be used without prior library approval. The room must be cleared of the above mentioned equipment, as well as any other items used (boxes, brochures, etc.) at the end of the class, unless advance written permission to leave the items has been secured from the library director.

10. Liability: Each group using the training lab agrees that
 - a. it will pay for all damage to or theft of any property of the City of Boise resulting directly or indirectly from the conduct of any instructor or student; and
 - b. it will save and hold harmless and indemnify the City of Boise and the Boise Public Library from and against any and all liability which may be imposed upon them, or either of them, for any injury to persons or property caused by the organization or any person in connection with a class.

11. Access from computers at the Library to any network, including the local library network and the Internet is for legal purposes only. Loss of use privileges at the library and criminal and/or civil prosecution are possible for illegal uses of computing resource.

DATE _____ TIME _____ SIGNATURE _____

I have read and have a copy of the **Purpose and Use of the Computer Training Lab.**

 Reservation Date _____ Meeting time _____

Name of Group _____ Number of Participants _____

Nature of the meeting _____

Contact name _____

Complete address _____

Work phone _____ Home phone _____

Email address _____