

Library Computer Labs

- Computer labs are available at Central Library and the regional libraries. The purposes of these labs are for staff training, library programs/classes and public. Companies and organizations may reserve in advance for their meetings and programs. The rooms are not available to businesses for the purpose of offering classes to the public for a fee. If training rooms are not in use, they may be opened for the public to expand the availability of public computers at the location.
- Since the rooms are also used for library-sponsored classes for staff and the public, outside groups may not book the rooms for more than two consecutive days in a week nor may they reserve the rooms more than six weeks in advance. The labs are only available during the libraries' hours of operation. The organization will be financially responsible for damages to the equipment, reasonable wear and tear excepted.
- A library staff member must install any special software and uninstall it once the session is over. A fee will be assessed if a group requires software installation. The organization or company must sign a form indicating that the organization has been licensed to use and install the requested software. ([See Appendix.](#))