

Franklin Lakes Public Library - Technology Lab Policy

Introduction

The Franklin Lakes Public Library Technology Lab offers state-of-the-art equipment to facilitate the training of members of the public and library staff in a variety of popular computer software programs, Internet search engines and electronic databases. The Technology Lab is designed to offer equipment for hands on training experience for the end user. The Technology Lab supports the Library's mission to enrich, enlighten, educate and empower.

The Franklin Lakes Public Library Technology Lab is intended for educational use by members of the public and library staff, for workshops and computer skills classes for the general public, and for technology training with priority given to Franklin Lakes-based organizations and corporations.

Availability & Priority of Use

Priority for use of the Franklin Lakes Public Library Technology Lab is assigned in the following order:

- First, Library sponsored technology training classes, programs and activities;
- Second, technology-related programs sponsored by the Friends of the Franklin Lakes Public Library;
- Third, technology-related programs or classes sponsored by the Franklin Lakes School District;
- Fourth, technology-related programs or classes offered by the Borough of Franklin Lakes or other agencies or departments of local government;
- Fifth, other technology-related training programs which are in keeping with the mission and facilities of the Library, sponsored by local community groups and organizations or corporate entities.

Application

Individual Training

The Franklin Lakes Public Library Technology Lab is available for individual training during posted hours when the Library is open, provided that no training programs, classes or workshops are scheduled to conflict with individual patron use. All workstations in the Technology Lab are unfiltered; patrons accessing the Internet at these stations must be 16 years of age or older, with

the exception of any child or youth registered in a training session specifically geared toward that age group.

An individual must have a valid Franklin Lakes library card to schedule or initiate a computer session. Individuals wishing to register for computer training in the Technology Lab may do so by registering at the Adult Reference Desk.

- Individual users may elect to make a reservation for up to three, one-hour sessions per day.
- Individuals will be required to vacate the Technology Lab one hour prior to scheduled classes, workshops or other programs. All Lab activities will end one half hour prior to closing time.
- Individual use of the computer workstations in the Technology Lab is governed by the Franklin Lakes Public Library's Internet Access, Behavior, and Technology Lab Policies. All persons using the Lab must abide by these rules.
- The payment schedule for all classes is posted in the Tech Lab flyer.

Group Use

Non-Profit Groups:

The Technology Lab may be used by Franklin Lakes non-profit groups.

Private Group Use:

The Technology Lab may be used by local corporations as well as other local groups and organizations, as outlined in the "**Room Rental Fees**" section of this policy (see below).

All non-library groups that want to reserve the Technology Lab must complete the Technology Lab Application and submit it to the Library's Business Office for consideration. The Library Director is authorized to grant or deny permission for use of the Lab by individual organizations, pursuant to the provisions of this Technology Lab Policy.

- Applications for use of the Library's Technology Lab shall be reviewed in order of receipt per priority in scheduling listed above – See **Availability & Priority of Use**.
- Reservations for use of the Library's Technology Lab may not be made less than fourteen (14) days and not more than three (3) months in advance of the program.

- Approval or denial of applications will be made in writing, whenever time allows. Oral, electronic or written notice will be given to the person who signed the Technology Lab application.
- No group shall reassign or transfer its permission to use the Technology Lab (time or date) to any other group/organization.
- An authorized, responsible contact person or a designated trainer, who is at least twenty-one years of age, must serve as the contact person to interface with Library Staff for each Technology Lab booking. This contact person must have a valid Franklin Lakes Public Library card in good standing, and must agree, in writing, to accept responsibility for the use of all Library owned property and equipment as outlined in the Library's Internet Use and Behavior Policies.
- The organization's trainer is expected to make an appointment to meet with the Franklin Lakes Public Library's IT Staff a minimum of one week in advance of the reserved date, to familiarize him/herself with what is available for use in the Library's Technology Lab, and to receive training in the use of the Library's Technology Lab and its equipment.
- The contact person or designated trainer is expected to be in attendance for the entire time that the Technology Lab is being used.
- All groups or organizations utilizing the Library's Technology Lab are limited to a maximum of nine participants, exclusive of the instructor or trainer, with no more than one individual per computer.
- Children or student groups must have adult supervision by a person at least twenty-one years of age, or be participants in a Franklin Lakes Public Library sponsored program;
- Cancellation of a scheduled class or program with less than twenty-four (24) hours' notice will result in forfeiture of any/all Technology Lab fees paid.
- The Library reserves the right to cancel any reservation to use the Technology Training Lab. Where circumstances permit, the Library will attempt to provide the group with thirty (30) days' notice.
- If a user/organization violates any Library or Technology Lab Policy, the Library reserves the right to cancel or suspend use of the Technology Lab by that particular user/organization.
- The Library reserves the right to require a Certificate of Insurance from the group or organization applying for use of the Technology Training Lab, to be submitted with the completed Technology Lab Application.

General Rules of Conduct

- Individuals and groups using the Library's Technology Lab agree to follow the Library's Behavior Guidelines, Internet Use and other Board-approved policies and procedures governing usage of the Library and its equipment.
- Individuals and groups are also governed by the Library's policies regarding downloading and printing, including compliance with all Federal Copyright Laws.
- Users of the Technology Lab agree to cease use of the Lab immediately upon notice from Library Staff.
- Food and beverages are prohibited in the Technology Lab.
- Library staff may enter the Technology Training Lab at any time.
- Patron or group use is limited to the software installed on the computers; installation of other software on Library computers and workstations is not permitted.
- Individuals or organizations utilizing the Library's Technology Training Lab shall not tamper with or alter existing settings on any Library equipment, including but not limited to, printers, computers, and audiovisual control equipment. Any such changes are in violation of this Technology Lab Policy.
- Work may be temporarily saved on the hard drive; however, all work will be deleted at the close of the day. Patrons should plan to save work to their own USB drive or other device.
- The Franklin Lakes Public Library is not responsible for damage to any patron's portable device or computer, or for any loss of data, that may occur from the patron's use of Library computers.
- Personal headphones/ear pieces may be used in connection with Library computers; ear buds are available for purchase at the Library's Circulation Desk
- Users/Organizations are responsible for cleaning up after themselves and putting things in order. The Library is not responsible for any personal items left in the Lab.

Room Rental Fees

The Franklin Lakes Public Library Technology Lab is available on an hourly basis for use by not-for-profit and non-business-related clubs/organizations, as well as corporate businesses and other entities needing a technology training space. All groups will be required to sign a Hold Harmless Agreement. Usage fee includes staff time, as specified.

All fees are on an hourly basis, as follows:

FRLK not for profit and non-business-related clubs/organizations:

Hourly rates:

- **\$25.00 (Twenty-five dollars) for the first hour**
- **\$25.00 (Twenty-five dollars) for each subsequent hour or part thereof**

Local Area Businesses and other corporate entities:

FRLK based Hourly rates:

- **\$100.00 (One hundred dollars) for the first hour**
- **\$50.00 (Fifty dollars) for each subsequent hour or part thereof**

Fees include staff assistance as follows:

- Consultation with the organization/business' trainer regarding Technology Lab equipment and software compatibility
- After consultation with the Library's IT staff, if it is determined that the contact person/trainer is not sufficiently knowledgeable to operate the Library's equipment without assistance, arrangements must be made with IT staff to operate equipment at the rate of \$50.00 (Fifty dollars)/hour.
- Staff setting-up and shutting down the Technology Lab, including the turning on and off of all computers, printer and projection equipment
- Staff assistance with any technical difficulties that might occur during the course of a program
- Library Staff may assist with the presentation of the program; however, Library Staff will not act as a primary instructor or trainer except with prior approval of the Library Director or her/his designated agent.

All fees are due to the Library's Business Office on or before the organization's appointment to meet with the Franklin Lakes Public Library's IT Staff. This date shall be at least seven (7) days prior to the scheduled program or workshop.

- Checks should be made payable to the Franklin Lakes Public Library. The fee may also be mailed to the Franklin Lakes Public Library, to the attention of the Business Office.
- Fees shall not be charged to the Friends of the Franklin Lakes Library, the Franklin Lakes School District, or the Borough of Franklin Lakes.

Technology Lab Equipment

- 9 MacBook Pro laptops with 15 inch retina display monitors
- 1 laptop with SMART Board monitor for instructor
- 1 SMART document camera
- Pay for Print Printer (Color/Black & White)

Damages & Liabilities

- Any organization using the Technology Lab assumes responsibility for the conduct of the activity for which permission is sought to use the room and assumes any liability for personal property or other damage in or near said room during the period of use, without liability on the part of the Borough of Franklin Lakes or the Library Board of Trustees or the Library staff. A condition of approval of a use permit is that the applicant provides a certificate of insurance with liability coverage in the amount of one million dollars (\$1,000,000) listing the Library and the Borough as additional insureds. The certificate of insurance shall be presented to the Library Administration at least one (1) week prior to the day of the event. The Hold Harmless Agreement of the Borough of Franklin Lakes (which indemnifies the Franklin Lakes Public Library, the Board of Trustees, the Borough of Franklin Lakes and all employees) must be signed and returned with the Certificate of Insurance for approval. The Library is not liable for injuries to people or damages to or loss of property of groups and/or organizations using the technology Lab.
- In addition, each group or organization using the Library's Technology Training Lab shall be responsible for damage to the room and its contents, including any Library equipment, used by the group. A charge will be assessed for any special cleaning or repairs made necessary by a group. The cost of repairs, up to full replacement costs of damaged materials and equipment, will be assessed.

Endorsement

The Franklin Lakes Public Library reserves the right to refuse use of its Technology Lab for any program deemed unsuitable for the Library's facilities or incompatible with its purposes.

Use of the Technology Lab may not disrupt Library users or staff, and the Library reserves the right to terminate any meeting, program or event that disrupts or interferes with normal Library operations.

The use of the Library's Technology Lab does not constitute Library endorsement of the philosophies, practices or viewpoints of presenters, participants or attendees. The Library is not responsible for the content of the meetings, programs or events held on its premises.

Withdrawal of Privileges

The Library reserves the right to revoke permission to use the Technology Training Lab to any individual, group or organization that violates or refuses to comply with the rules and regulations established for use. Appeals may be made in writing to the Board of Trustees of the Franklin Lakes Public Library.

Approved: 4/20/2015