



Computer Lab Use Policy

Created 6/12/2012

Revised 8/11/2015

The computer lab located at the Library's Hillview branch is available for use for instructional purposes to small classes (up to eight students). Priority in scheduling is given to Library-taught classes. Classes taught by outside instructors cannot be booked more than three months in advance. Classes made available in the Library computer lab must be offered for no fee to participants.

Class size cannot exceed the seating capacity of the room.

The instructor is responsible to make sure that no food or drink is carried into the computer lab.

Outside groups using the computer lab are required to make a security deposit of \$100.00. The deposit will be returned after an inspection by a designated library staff member after the classes are finished. If no damage to the equipment or facilities has occurred, the deposit will be returned in full.

The lab may be used at times that the library is closed. Arrangements must be made to pick up a key in advance. An additional \$25 deposit is required for use of the key. The deposit will be returned in full (by check within two weeks) when the key is returned.

The library assumes no responsibility for the registering of class participants for classes that are not sponsored by the Bullitt County Public Library. All class uses must follow Bullitt County Public Library's computer use policies. Lab use must not violate Federal, State or Local laws or ordinances. Use of the lab may not violate any copyright, trademark, or licensing contracts or agreements.

If an instructor needs to have a modification made to the software or configuration of the computers in the computer lab, including installing software or an update to the software or operating system, arrangements must be made well in advance of the time the class is scheduled. All modified software will be removed at the end of the class by the library.

The Bullitt County Public Library assumes no responsibility in any way for the quality or content of a class that is not sponsored by the Bullitt County Public Library District.