

Cass County Public Library Computer Lab Policy

The computer lab of the Cass County Public Library is intended to give the community a greater access to the necessary equipment to access materials and information in varying formats. This access is available to all library users. The lab also allows the library the ability to provide education to users in the skills necessary to access information in all its varying formats. CCPL's computer lab is intended to be used to provide computer and Internet training workshops to the general public, groups, and organizations.

Groups or organizations may reserve the computer lab, free of charge, under the following provisions:

- The computer lab may only be reserved and used during the hours the Harrisonville branch is open. Use of the space must conclude 15 minutes prior to the closing of the library.
- The computer lab must be reserved by an adult (over age 18), showing a valid picture ID and proof of current address and phone number. Groups composed of minors (less than 18 years of age) must have adult supervision.
- Library sponsored or co-sponsored programs take precedence over other groups. CCPL reserves the right to change or cancel reservations in emergency situations.
- The computer lab may not be used for direct profit-making purposes. The computer lab may not be used to sell products or services or to recruit potential customers or partners.
- Organizations (profit or not-for-profit) or institutions may sponsor informational or educational programs.
- A not-for-profit organization may sponsor a workshop or information presentation and may charge a program fee that covers the cost of program presentation.
- Reservations may be made up to 90 days in advance.

Computer Lab General Information

Cass County Public Library staff may be available to conduct classes. Information about available computer classes may be obtained from library staff.

Groups and organizations are restricted to the use of software that is available on the computers housed in the computer lab. CCPL staff will not load outside software on the library's computers.

Web conferencing equipment is available for use in the computer lab in conjunction with the computer lab equipment.

Advance notice of 24 hours must be provided to CCPL in the event that a reservation is to be cancelled. If cancellation is not made, future availability to that group may be curtailed.

Smoking, eating, and drinking are prohibited in the computer lab.

Each group or organization assumes the full responsibility for any damages incurred resulting from the use of the computer lab as well as for actions and behavior of those in attendance. Abuse of the equipment or improper behavior will be sufficient cause to deny further use of the computer labs and all applicable laws are in effect.

CCPL is not liable for damage to or loss of property of organizations or groups using the computer lab.

Granting use of the computer lab does not imply approval by CCPL of the group, the training provided, or the ideas presented.

All users are subject to the provisions of the CCPL Internet Use Policy. Violations of these policies may be sufficient cause to deny further use of the computer labs.