

# Flint Public Library

## Computer Training Lab Use Procedures

All meeting room policies and procedures apply, in addition to the following:

- Maximum seating is 10 student workstations and 1 instructor workstation that can project onto a screen.
- The Lab is open to groups who need group computer access for training, education, or information access; it is not for groups to play games or casual internet use since public access computers are provided for that purpose.
- Groups who are visiting for the first time can be assigned a staff person upon request to give a short introduction to the Lab and Library services. If a group wishes to have staff instruction, they will need to get prior approval from the Director of Library Operations, but this will be offered on a very limited basis.
- Groups must bring sufficient adults to monitor and work with youth while visiting the Lab.
- No eating or drinking is permitted in the Lab.
- Instructions for using lab equipment will be posted in the Lab. Printing is available in the Lab and should be paid for at the Loan desk before leaving, at current rates for color and black and white printing.
- **At no time should the Lab be left open and unattended.**