

# Montana State Library Commission Policy

## Laptop Training Labs Use Policy

### Purpose

The Montana State Library (Library) provides laptop training labs (labs) for use by Library staff, staff or representatives of Library partners, including but not limited to the Montana Library Association and the Montana Association of GIS Professionals and staff of other Montana libraries who offer trainings in locations without access to sufficient computing resources. When not being used by the Library, Library partners and other Montana libraries, the labs are available for use by staff of Montana state agencies. This policy governs the use of these labs to ensure that they are used in the most effective and efficient manner possible.

### Priority of Use

- Priority 1: Meetings or training provided or facilitated by the Divisions or Programs of the Montana State Library.
- Priority 2: Meetings or training provided or facilitated by Library partners including but not limited to the Montana Library Association and the Montana Association of GIS Professionals and/or staff of other Montana libraries to facilitate library programs.
- Priority 3: Staff of other Montana state agencies of the executive, legislative and judicial branches.

### Scheduling

- Labs are available on a first-come, first-served basis.
- Labs will be available for scheduling by Library staff and Library partners no more than six months prior to an event.
- Labs will be available for scheduling by staff of other Montana state agencies no more than three months prior to an event.
- Labs must be reserved at least one day in advance if no custom software is required.
- Labs must be reserved at least two weeks in advance if the user requires custom software installed. Only Library staff may install and uninstall software on laptops.
- Labs can be reserved for a maximum of two weeks per request.

Reservations for the Library laptop training labs are maintained in the Montana State Library Outlook calendar. Scheduling conflicts will be resolved at the discretion of the Montana State Librarian or his/her designee. For more information on scheduling the lab(s) please review the Laptop Training Lab reservation form.

### Exceptions

Any exceptions to this policy or conflicts resulting from this policy must be resolved and approved in writing by the Montana State Librarian or his/her designee. Requests for exceptions must be made in writing at least two weeks prior to the requested date.