

Memo

To: Montana State Library Commission

From: Jennie Stapp, Digital Library Director
Darlene Staffeldt, State Librarian

Date: May 19, 2011

Re: Draft laptop training lab policy

The Commission is asked to review the following State Library policy. Action will be requested at the August Commission meeting.

Montana State Library laptop training lab policy– Review

The Montana State Library (MSL) is seeing an increase in requests to use our mobile laptop training labs. MSL maintains two labs that each contains twelve Hewlett Packard laptops as well as a variety of accessories. These labs are used by MSL staff, library partners such as the Montana Library Association and the Montana Association of GIS Professionals, staff of other Montana libraries and staff of other Montana state agencies. This policy is necessary to clarify user priorities and scheduling restrictions for use of these labs. General guidelines for use of the laptop training labs including how to reserve the laptops, what software and accessories are available, and storage and handling guidelines are set forth in a separate procedural document currently being drafted.