

DRAFT Montana State Library Tablet Training Labs Use Policy

Purpose

The Montana State Library (MSL) provides two tablet training labs (labs) for use by MSL staff, and staff of Montana libraries for the purpose of training. 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: Training provided or facilitated by the Statewide Library Resources Division of the Montana State Library.
- Priority 2: Training provided or facilitated by the Digital Library Division of the Montana State Library.
- Priority 3: Training provided or facilitated by staff of Montana libraries to facilitate library programs.

Scheduling:

- Labs are available on a first-come, first-served basis based on priorities of use.
- Labs will be available for scheduling by MSL staff no more than six months prior to an event.
- Labs will be available for scheduling by staff of other Montana libraries 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 MSL staff may install and uninstall software on tablets.
- Labs may be reserved for a maximum of two weeks per request.

Reservations for the Library tablet 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 MSL Equipment Reservation form.

Exceptions:

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.

Personal Information:

Users should be aware that tablet devices will retain personal and login information quite readily. The borrower will take all reasonable steps to ensure that no personal information remain on the devices upon their return to the MSL however users are cautioned not to use social media or personal logins with these labs.