

# Memo

**To:** Montana State Library Commission

**From:** Jennie Stapp, State Librarian and staff

**Date:** January 25, 2022

**Re: December Policy Review**

The following policy review is presented for Commission consideration. Staff will request action to accept and rescind the policies at the April Commission meeting.

For many years the State Library has maintained a laptop and tablet training labs to facilitate hands-on trainings at the Montana State Library (MSL) and at conferences and other professional development events organized by MSL and our partners. Changes in continuing education needs, and opportunities including the availability of virtual continuing education and bring-your-own-device options, have changed the need for these training labs. Given the expense of maintaining these labs, it is prudent to evaluate their continued need regularly.

## Laptop Training Lab Use Policy

Staff recommend that the Commission accept the current laptop training lab without revisions. After consulting with the Montana Association of Geographic Information Professionals, that community continues to have a need for laptop training lab. Staff will continue to provide the lab and will evaluate it's use over the next two to three years to ensure continued investment in the lab is warranted.

## Tablet Training Lab Use Policy

Staff recommend that the State Library Commission rescind the tablet training lab. If approved, MSL will decommission the tablet training lab. According to state policy, the devices will be offered to the Office of Public Instruction to be made available to schools who may benefit from the devices.