

Waterloo Public Library Training Center Policy

POLICY

The mission of the Waterloo Public Library's Training Center is to support information literacy in the community of Waterloo by providing a comfortable, well-equipped environment for learning, which meets the library's civic, informational, educational, cultural, and recreational goals. The facility is used by librarians and other instructors as a schedulable classroom-computer lab to present sessions on how to use library resources and assistance in lifelong learning skills. Training not requiring hands-on computer use should take place in one of the library's other meeting rooms.

No permanent use of the WPL's Training Center as a schedulable classroom-computer lab or student-access computing lab is allowed. The Training Center may be reserved a maximum of two times per class, training series, or group, per month. Additional reservations and use of the Training Center for any regularly scheduled class or training series, or groups not listed below must be approved by the WPL Information Literacy Coordinator or the WPL Reference Supervisor.

The Library Director reserves the right to refuse the use of the Training Center whenever, in the Director's best judgment, such use would be inappropriate or does not conform to these policies. The Library Board neither approves nor disapproves of content, topics, subject matter or points-of-view of individuals or groups using the meeting rooms.

WHO MAY USE THE TRAINING CENTER

First-time Training Center users must meet with a WPL staff member and complete a brief certification process. The following instructor and user groups, listed in priority order, are eligible to schedule the Training Center facility to support the following instructional goals:

1. Waterloo Public Library librarians and staff: To support information literacy by providing library instruction, staff training, database demonstrations, or other library-related presentations or training sessions to the WPL patrons, staff, or members of the Waterloo community
2. Area educators, local educational organizations, or other organizations: To provide instruction or training involving the use of computers to the WPL patrons, staff, or members of the Waterloo community

Organizations using the meeting rooms cannot charge admission fees other than regular membership dues and they cannot advertise or sell any item or service. Exceptions may be made at the discretion of the Library Director.

HOW TO RESERVE THE TRAINING CENTER

Reservations for a meeting room may be made at the circulation desk on the first floor of the library. The form requires the organization or group name, title of the program, the number of people expected, name and phone number of person responsible for training, and the exact times of arrival and departure.

Classes may be scheduled up to three months in advance for a maximum of 24 classes per year. The minimum advance time to schedule a training class is two weeks.

REGULATIONS

The Training Center is available for use only during the hours the library is open to the public.

Sessions must end at least fifteen (15) minutes before the library closes. Users are responsible for their own set up and breakdown. The Training Center must be returned to its original condition immediately after the session is completed. Failure to do so will result in charges of not less than \$25.00 for labor, material, and overhead to cover the cost of room pickup, cleaning, and/or damages. Groups should check in at the reference desk before setting up and notify the reference desk when leaving.

FOOD AND BEVERAGES

Food is NOT allowed in the Training Center. Beverages with lids are allowed.

EQUIPMENT

The following equipment is available for use in the Training Center:

- Eighteen (18) student computers and chairs
- Instructor podium
- Instructor computer
- LCD projector and screen with remote control
- Dimmable lights

SOFTWARE

The following software is available for use in the Training Center:

- Library Catalog
- Reference Databases
- Internet Explorer, Chrome, Firefox
- Microsoft Office 2016
- Adobe Reader

Requests to load additional software for training classes will be handled on a case-by-case basis and may require more than the minimum two-week advance notice.

USER RESPONSIBILITIES

Users of the library's Training Center should take care to leave all equipment in the same condition in which it was found. Harming the equipment, changing or uninstalling files on the library's hardware, or otherwise attempting to access unauthorized files or systems is not permitted, and such activities may result in loss of system privileges, financial responsibility for damaged equipment, disbarment from library premises and/or criminal prosecution.

The instructor is responsible for ensuring that class participants comply with the provisions of the Waterloo Public Library Internet Access Policy and the Waterloo Public Library Computer Use Policy.

DISCLAIMERS

- No organization, without the permission of the Library Director, may list the address of the Waterloo Public Library as its official address
- Groups may not use the Waterloo Public Library name or logo in any way that implies Library endorsement or sponsorship of the groups' activities
- The Library reserves the right to refuse reservations
- The Library does not page or take telephone calls for groups or individuals in meetings in the library

- The Library is not responsible for accidents, injury, loss or damage to the private property of individuals or organizations. Neither the Library Board, staff, nor the City of Waterloo will be responsible for the property of individuals or organizations meeting in the library, or take responsibility for storage of materials
- Individuals or organizations meeting in the library must agree to indemnify and hold the Library and the City of Waterloo harmless from any and all liability, claims, actions, causes of action, and/or damages, which may arise, or allegedly arise during use of the library facilities. This shall include obligation to defend the Library and the City of Waterloo and to be responsible for any legal fees incurred and pay any judgments entered

Amended by Board of Trustees. 9/15/2016

Reviewed by Board of Trustees. 2/09/09

Approved by Board of Trustees. 10/13/08

Waterloo Public Library (WPL) Training Center (TC) Orientation

WPL TC Major Features:

Working with a WPL staff member, place a check mark next to each of the items below as they are discussed. One copy of the completed sheet will be returned to the library's information literacy coordinator, Kim Van Deest. Your name will then be added to the list of certified WPL TC users. WPL TC policies and procedures are posted on the library's web site.

- Only beverages with lids are allowed – NO food
- Instructor's workstation
- Restarting a workstation
- Data projector and remote control
- Light switches by the whiteboard/dimming lights
- Dry erase markers and eraser
- Networked printer

WPL TC Optional Equipment:

Place a check mark next to any item in this section that you plan on using while in the TC. Kim Van Deest will make arrangements to set up and/or demonstrate the use of the item(s) as necessary.

- Playback a VHS video or audio tape
- Playback a DVD
- Overhead projector
- Television
- Computer program not represented by an existing desktop icon

Name of Instructor (please print): _____

Organization/course: _____

Name of Librarian: _____ Date: _____

**Waterloo Public Library (WPL)
Training Center (TC) Reservation Form (please print)**

Date Needed: _____

Organization/Group Name: _____

Title of Program: _____

Number of People Expected: _____

Name of Person Responsible for Training:

Phone Number of Person Responsible for Training:

Exact Time of Arrival: _____

Exact Time of Departure: _____