



GENERAL POLICY – M&T Bank Mobile Computer Lab Equipment

The M&T Bank Mobile Computer Lab is comprised of 10 mobile computer laptop workstations that can be requested, for use, individually or as a group, in Room B or within the East Shore Area Library.

Groups or individuals may request the use of Room B to conduct classes and presentations by following the DCLS meeting room booking process found on the dcls.org website

Groups or individuals may request the use of the M&T Bank Mobile Computer Lab equipment by calling the DCLS Reference staff during regular operating hours at 717-652-9380 ext: 4. An equipment release form must be completed by the borrower to secure each use of the equipment. **The individual signing for the M & T Bank Mobile Computer Lab equipment will be held financially responsible by the Dauphin County Library System for any and all damages incurred during its use. Retail replacement cost plus a \$50 processing fee will be charged for any damage to equipment.**

Non-functional equipment must not be used and should be reported to the Reference desk immediately.

Computer equipment use:

- 1) All groups and individuals must abide by the **Dauphin County Library System's Computer and Internet Use Policy.**
- 2) Laptops will be made available during regular library hours with no time limitations to card holders who are 18 or older. Anyone under 18 using the equipment must be supervised and attended by an adult.
- 3) Laptops are for use in the East Shore Area Library and are not to be taken from the building. If the equipment is removed from the library, the Dauphin County Library System will notify the Lower Paxton Police Department of the theft and the borrower will be denied future borrowing privileges.
- 4) The laptops will be loaned only to adults 18 or older with a valid Dauphin County System library card in good standing and a current photo ID, which will be held at the reference desk until computer equipment is returned, inspected for damage and checked in by library staff. Patrons who have fines over **\$5** are ineligible to use this service.
- 5) The laptops loaned by the library for individual and lab use are preloaded with software that will be sufficient for the majority of applications that we anticipate users will need. If other software is needed for your individual or group use, please contact the DCLS IT Department (itreportingmailbox@dcls.org or 652-9380 Extension 139.). The library's ability to install needed additional software will be reviewed on a case by case basis and will be based upon sufficient advance notice provided to our IT department and IT staff availability.
- 6) Audio or video files must be used with-headphones.

Room B use:

- 1) Per the Dauphin County Library System Meeting Room Policy, library programs will take precedence when reserving Room B and computer equipment.

- 2) The group or individual reserving Room B must complete an application form available online or in the library. Applicants must be adults aged 18 or over, be a resident within the Dauphin County Library System service area (which excludes Hershey and Middletown), and have a library card in good standing with the Dauphin County Library System. The application should contain complete information about the nature and specific content of the program. The library reserves the right to turn down incomplete applications and programs that are not in keeping with the policies of the library.

General information

- 1) Use of Room B and the M&T Bank Computer Lab equipment does not constitute an endorsement by the library of a program or point of view expressed or the accuracy of materials presented. No advertisements or announcements implying such an endorsement are permitted.
- 2) The facilities will be made available during regular library hours on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting the use.
- 3) No food or beverages are allowed in Room B when M&T Bank computer lab equipment is in use.
- 4) An official representative of the organization requesting use of the computer lab is required to sign a computer lab contract and pay applicable fees.
- 5) Use of the computer lab equipment by any group signifies the acceptance of the terms of this and the meeting room policy. Any exceptions are subject to the approval of the Public Services Director.

M&T Bank Laptop Lab Addendum

Hardware

ASUS K73E
Core i3 Processor, 2.2Ghz
6GB of memory
500GB hard drive
Windows 7 Professional
64-bit operating system

Software Installed

Windows 7 Professional
Citrix plug in
Microsoft Office 2007
Malware bytes
Vipre Internet Security