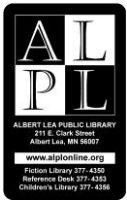


# Albert Lea Public Library Computer Lab Policy

## 5.2 Priority Use:

1. The LSTA Grant, "You are never too old to click and scroll", stated goal was free library instruction and instructional technology training for seniors and other interested patrons.
2. The lab is also available for individual personal use for job searches and genealogy research. A valid library card or a guest card is required. Online applications do not require a valid library/guest card. All users are required to complete a "Computer Lab Use Form." Individual use of the computer lab is confined to the above and any other use must be approved by the Library Director. Any unapproved personal use of the computer lab may result in suspension of the privilege.
3. The lab is available for use by organizations, government agencies, and other groups engaged in cultural, civic, educational, intellectual, or charitable activities by reservation and approval by the Library Director.
4. Instructors are provided by the Albert Lea Public Library. Class schedules and information about the classes will be posted on the web and flyers will be available at the Library's circulation desk.

FORM:



## Albert Lea Public Library

*... is working to connect you with the books you want, the information you need, and the community you live in.*

### Computer Lab Use Form

***Computer Lab Use Requires a Valid Library Card Except for Online Applications.***

---

Name:

---

Address:

State

Zip

---

Library Card :

---

Stated Use:

---

Date:

Time:

***Accepted personal use of computers in the Computer Lab are: online applications, job searches & genealogy research. Other uses have to be approved by the Library. Unapproved use of the computer lab may result in suspension of privilege.***

▪ 211 E. Clark Street ▪ Albert Lea, MN 56007 ▪ Phone 507-377-4350 ▪ FAX 507-377-4339 ▪