



Melrose Public Library

SMART Board Use Guidelines

Effective September 19, 2011

1. Any use of the SMART Board by public groups must have prior approval from the Library Director.
2. Groups must provide their own laptop for use with the SMART Board. The Library will provide appropriate cords that connect to the SMART Board. Groups are responsible for checking in advance to ensure that the Library's cords are compatible with their laptop.
3. Cords provided by the Library for SMART Board use must be placed on the Children's Room desk at the end of the evening.
4. Desk staff is not trained on SMART Board use, and are not available to troubleshoot or answer technical questions. Groups should schedule a time to come in to test their equipment during regular business hours, prior to their meeting.
5. Groups must demonstrate their ability to set up and turn off the SMART Board apparatus on their own.
6. The SMART Board can be used with individual laptops to view websites, video, PowerPoint presentations, and anything else that can be seen on a normal laptop computer. Additional SMART Board functions, such as using special markers to draw on the Board, require the SMART Board software, which is not available through the Library at this time.
7. The Library is not responsible for any equipment failures, internet outages, etc. that may occur during a meeting. All groups should have a "Plan B" in place that does not involve the SMART Board.

Date: _____ Name: _____

Group: _____

Approval:

Date: _____

Linda C. Walsh, Interim Director
