



TechCentral Guidelines for Use

TechCentral is open Tuesday – Thursday, 2pm – 8pm and Saturday, 10am – 5pm. Staff will give ample notice before TechCentral’s closing so that work can be saved or completed on time.

An Osceola Library System library card in good standing is required to reserve and use TechCentral’s equipment. Classes, tours and events are open to all library users.

All users of TechCentral must complete initial training on equipment and guidelines before use.

TechCentral is open to the public with the following limitations on age:

- Ages 8 - 11 – Library classes and school tours only
- Ages 12 - 17 – May reserve equipment or rooms after completing training and with a signed waiver from parent or guardian
- Ages 18 and up – May reserve equipment or rooms after completing training and signing waiver

Users must adhere to these guidelines as well as the Library’s Code of Conduct and Internet Use Policy.

TechCentral’s staff Technicians are skilled in the use of all TechCentral equipment but are not experts; classes are offered on special topics, targeted instruction is provided as time permits, and direction can be given for additional training via the web or other sources. Otherwise, users are expected to possess basic proficiency in the use of the equipment.

No food or drinks are permitted in TechCentral or anywhere equipment is used or stored.

Users who damage equipment will be charged a replacement or repair cost. Any user who intentionally introduces a virus, misuses or damages equipment, attempts to delete or alter hardware or software may be asked to leave TechCentral and lose future access to TechCentral.

Equipment in TechCentral must be used in the TechCentral facility and not taken outside of the space.

Users must save their work on their personal external memory device. The user is responsible for any digital or print works left in or at TechCentral. It is recommended that users delete or remove their work from TechCentral equipment when finished.

TechCentral computers and tablets are for use only for TechCentral specific projects and are not available for general computer use such as email, browsing and social media use.

These TechCentral guidelines are not all inclusive – the space is constantly evolving and guidelines may change without notice.