

Geauga County Public Library
Operating Policy Manual

SECTION: COMPUTER AND INTERNET CLASSES
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The GCPL staff prepares and offers basic computer skills and basic computer software classes to the public as part of our program of services.

GCPL offers only basic classes for computer skills and software in order to introduce the public to technology. Intermediate and advanced classes will only be considered for Internet searching skills since these skills fit the role of the Library as information provider.

The classes offered to the public for free in our community libraries may be provided to outside groups on a case-by-case basis and for a cost-recovery fee. The fee is a flat \$150 per class for up to 10 students (which matches the number of workstations available). Such classes will be conducted at the GCPL Administrative Center only.

The Library will not create and conduct custom computer classes for outside groups for general application software like Excel or other Microsoft software. Groups, as well as our patrons, are encouraged to seek "next level" classes from education providers in the region that already provide such classes.

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