

## **Vilna & District Municipal Library Board Policy Manual**

**Category:** Technology

**Policy Number:** 702

**Title:** Training/Staff Duties

**Policy Statement:** Library staff cannot provide in-depth training on the internet, computer, hardware/software use, or computer jargon.

**Guidelines and Procedures:**

1. Library staff will assist with basic training as stipulated by ALPEN.

**Date Approved:** January 2, 2021

**Date to be Reviewed:** January, 2024