

CHAPTER 4
ICN CLASSROOM POLICY

286—4.1(256) Definitions. The definitions used in Iowa Code chapters 17A and 256 will apply for terms used throughout this chapter. In addition, the following definitions will apply:

“*Americans With Disabilities Act*” means P.L. 101-336, a federal act to establish a clear and comprehensive prohibition of discrimination on the basis of disability.

“*Good order*” means leaving the room in good condition so that another group could follow without having to clean or set up the room.

“*ICN*” means Iowa Communications Network, a fiber optics audio/video two-way communications system that can connect multiple sites statewide.

“*ICN scheduling process*” means all scheduling is subject to scheduling policies adopted by the Iowa Telecommunications and Technology Commission (ITTC). Scheduling requests are sent by the local ICN site scheduler on the ICN request form to Iowa Public Television (IPTV) for confirmation.

“*ICN site scheduler*” means the individual or individuals at the host facility designated to schedule use of the ICN classroom.

286—4.2(256) Primary use. Primary use of the state library ICN classroom is for library activities and meetings. When the room is not being used for library purposes, it may be available to any authorized ICN user on a first-come, first-served basis through the ICN scheduling process. (For authorized user, see Iowa Code section 8D.2, subsections 4 and 5). Availability is at the discretion of the state library. The state library reserves the right to cancel any scheduled activity when circumstances warrant such measures.

286—4.3(256) Library hours, access, and information. The ICN classroom is open, during normal library hours, Monday through Friday, 8 a.m. to 4:30 p.m., in the basement of the Old Historical Building, East 12th and Grand Avenue, Des Moines, Iowa 50319. Access shall be primarily through the north entrance to the building. Telephone for additional information to (515)281-4105 or fax to (515)281-6191.

286—4.4(256) Charges and financial responsibility. The user is financially responsible for all ICN telecommunication charges incurred for the use of the room.

286—4.5(256) ICN room requests and scheduling process. ICN room requests must be submitted, in writing through the ICN scheduling process, at least 72 hours in advance. Cancellations must be done at least 48 working hours prior to the event through the ICN scheduling process or user may be billed by the ICN.

286—4.6(256) First time use and training. First time use of ICN classroom equipment will require training. Such training is available by contacting the local ICN site scheduler.

286—4.7(256) Accommodations for handicapped. A user of the state library ICN classroom must comply with the Americans With Disabilities Act and is responsible for providing qualified interpreters or auxiliary aids if requested. The cost of reasonable accommodation is assumed by the user.

286—4.8(256) Financial responsibility for damage. The user is financially responsible for any damage to or loss of library property. The user is responsible for leaving the state library ICN classroom in good order. Failure to leave the room in good order, misconduct, loss of or damage to library property are grounds to refuse any user and may result in the immediate termination of the meeting or event.

286—4.9(256) Food and nonalcoholic beverages. Food and nonalcoholic beverages are allowed in the room but not in the presentation area.

286—4.10(256) Smoking. The building is smoke-free. No smoking is permitted.

286—4.11(256) Endorsement. Permission to use the state library ICN classroom does not imply endorsement of, or agreement with, the purpose(s) or the expression of any individual or organization by the Iowa commission of libraries, the state library, or its staff.

286—4.12(256) Visitor parking. Visitor parking is available in designated areas around the capitol complex. Complaints or accident reports are to be filed with capitol police at (515)281-5608.

286—4.13(256) Copyrighted material. Use or transmission of copyrighted material, without prior approval of the copyright holder, is strictly prohibited. Appropriate use of copyrighted material is the responsibility of the user, not the state library.

These rules are intended to implement Iowa Code section 256.52(3) “a” and “c.”
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