Georgia Room (at Switzer) Policy

Owner	Cobb County Public Library
Reviewer(s)	CCPL Administrative Staff
Approver(s)	Cobb County Public Library Board of Trustees
Related Policies	Code of Conduct
Related Standards	
Storage Location	Library Administration, IConnect, Cobbcat.org
Last Review Date	
Next Review Date	September 23, 2026
Review Cycle	Every two years
Review History	September 23, 2024

The Georgia Room is Cobb County Public Library's dedicated genealogy and local history research center, located at the Charles D. Switzer Library. It offers specialized books, computers, scanning equipment, a meeting room, and other tools for historical and genealogical research.

The Georgia Room functions as a self-directed workspace. While staff are available to provide orientation on advanced equipment and limited research support, patrons are expected to become familiar with the software, equipment, and materials.

GEORGIA ROOM LIMITS

The Georgia Room is reserved for individuals or groups engaged in genealogy and local history research.

All usage of the Georgia Room must comply with the Code of Conduct, Unattended Children, Computer & Internet Use, and all other Cobb County Public Library policies. Some departmental policies may be stricter than other published policies that govern use of other library spaces.

Computers in the Georgia Room are to be used exclusively for this type of research or related projects, such as Preservation Place services. General internet browsing, email, or other unrelated activities are not allowed. Patrons must use public PCs in the main library for this work.

Patrons not engaged in genealogy or local history research may not use study tables, charge devices or engage in other activity unrelated to specified research.

Staff are available to assist with research, equipment setup, troubleshooting, and program initiation. However, they are unable to provide in-depth consultations or extensive assistance. Georgia Room staff retain full discretion to determine the level of assistance provided and may deny requests if necessary.

Food and drink are prohibited in the Georgia Room.

The Georgia Room may not be used to distribute or sell goods or services.

The Library and its staff are not liable for any loss, damage or expense sustained by any user due to the utilization of services, equipment, software, advice or information.

GUIDELINES FOR GEORGIA ROOM USE

First-time users of the BookEye, microform readers, or scanners must schedule and complete an orientation session on equipment and policies before using these tools.

Due to the collaborative nature of the Georgia Room, there is no guarantee of a silent atmosphere. All departmental visitors are asked to be respectful of each other and of the Library's Code of Conduct.

Only CCPL staff can add, remove, or modify any library-owned equipment including but not limited to cables, keyboards, scanners, mice, software, wiring, etc. Users are not permitted to install or uninstall software.

For security and privacy, the Library reserves the right to erase user files left on Library-owned hard drives or flash drives without prior notice. Patrons are encouraged to use personal external storage such as flash drives and/or cloud-based options to back-up projects.

Georgia Room visitors may connect personal devices to the department's equipment. However, support for such equipment may not be available. Library staff may disconnect personal devices which interfere with the operation of Library equipment or ability of other users to complete projects. Compatibility of personal devices with Georgia Room hardware and software is never guaranteed.

Library staff is not responsible for the loss of work product due to equipment or power failure. Patrons are encouraged to frequently save work.

The Facility Manager and/or Librarian in Charge reserve the right to suspend Georgia Room privileges or remove any patron or group that violates Georgia Room or Library policies.

DAMAGES AND LIABILITY
The person who reserved using the Georgia Room's equipment will be considered the main user and will bear responsibility for any damage or misuse of the equipment. Broken or damaged equipment, software, or fixtures will be charged at equivalent replacement cost plus shipping and processing fees. Faulty equipment concerns must be reported immediately.

FAIR USE AND COPYRIGHT
Patrons are responsible for ensuring their use of materials adheres to U.S. copyright law, including fair use provisions. Copyright law is restrictive regarding the use of materials such as writing and photographs, and patrons must be aware of the copyright status of any materials they use.

Library computers and networks may not be used to illegally upload, download, or copy copyrighted materials, including software, videos, and graphics. Duplication of commercial products or media through online services or other means is prohibited.

The use of scanners or computers in the Georgia Room to duplicate copyright-protected materials is subject to copyright restrictions. Patrons are personally responsible for observing copyright laws while using library equipment.