

Guidelines & Policies for the Downtown Campus Library Computer Classroom (Room 136)

Revised September 2010

Use:

- The computer classroom is used primarily for classes, demonstrations, and training sessions pertaining to the Library. User instruction has priority over any other type of use of the room.
- The computer classroom is open for public use when class is not in session. Daily teaching schedule is posted by the door. People are asked to vacate the room 15 minutes before the scheduled instruction sessions for the instructors to get prepared.
- The classroom may be scheduled for non-library related sessions if other options through **Facilities Planning and Scheduling** are unavailable.
- The Coordinator for Library Instruction assists in orienting session leaders to the setup and use of the equipment.
- Each instructor/session leader is responsible for getting the equipment set up for classes prior to sessions and turning things off properly after the sessions.
- No food or drink in the classroom.

Scheduling:

- Reservations are made at the Downtown Campus Library Reference Desk by calling 304-293-3640.
- Requests for information literacy instruction are handled on a first-come-first-serve basis. Faculty are encouraged to make reservations as early as possible.
- Reservations for non-library related sessions may be made two days or up to two weeks in advance. Other advance reservations are handled on a case-by-case basis by the Coordinator for Library Instruction.

Equipment:

- Equipment is not loaned out from the classroom.
- All software and configuration changes must be approved by the Systems and the Reference Departments.
- Printer and computers are maintained by the Systems Office. Multimedia equipment is maintained by the Media Services.

Security:

- Only the staff members who have keys to the room are permitted to open the classroom.
- Doors should be locked when the room is not in use.