

LIBRARY ROOM USE POLICIES

The Director and librarians of the Learning Resources Unit have agreed upon the following priorities and procedures for reserving the library rooms.

Room 102 - Main Floor West Wing

The room must be booked through the Instruction librarian (Claudia Striepe x6006) or with the librarian on duty at the Reference desk, and an instruction request form submitted. A courtesy notice of at least a working week is requested to allow the librarians to contact the instructor (if necessary), plan agendas, prepare handouts, and pull relevant materials for the session.

- **1st Priority:** bibliographic instruction classes.
- **2nd Priority:** Library Science classes. For occasional use only, and not as a regular classroom space.
- **3rd Priority:** library or campus related committee meetings, workshops, flex day activities, etc. For occasional use only, and not as a regular meeting space.
- **4th Priority:** instructors in the library with classes who wish to meet without a librarian present, on library research activities. For occasional use only, and not as a regular classroom space.
- **5th Priority:** instructors/counselors in the library with classes who wish to meet without a librarian present. For occasional use only, and not as a regular classroom space.
- **6th Priority:** emergency ECC club meetings, with the club advisor present during the entire meeting. For occasional use only, and not as a regular meeting space.

NOTE: All, except Priority 1, may be bumped within 24hours by a higher level priority.

Room 102 is NOT available for individual or group study.

It is preferred that for classes where no librarian is present, Instructors bring their own laptops (or arrange for a laptop via Media Services) to use in the classroom.

The room and equipment should be returned to its original configuration and left in a tidy condition by the users of the room.

No food or drink (except water) is allowed.

Library Demonstration Classroom/LDC

The room must be booked through the Instruction librarian (Claudia Striepe x6006) or with the librarian on duty at the Reference desk, and an instruction request form submitted. A courtesy notice of at least a working week is requested to allow the librarians to contact the instructor (if necessary), plan agendas, prepare handouts, and pull relevant materials for the session.

- **1st Priority:** Library Science classes.
- **2nd Priority:** library bibliographic instruction classes.
- **3rd Priority:** library or campus related committee meetings, workshops, flex day activities, etc. For occasional use only, and not as a regular meeting space.
- **4th Priority:** instructors in the library with classes who wish to meet without a librarian present, on library research activities. For occasional use only, and not as a regular classroom space.
- **5th Priority:** instructors/counselors with classes who wish to meet without a librarian present. For occasional use only, and not as a regular classroom space.
- **6th Priority:** emergency ECC club meetings, with the club advisor present during the entire meeting. For occasional use only, and not as a regular meeting space.

NOTE: All, except Priority 1, may be bumped within 24hours by a higher level priority.

The Library Demonstration Classroom/LDC is NOT available for individual or group study.

It is preferred that for classes where no librarian is present, Instructors bring their own laptops (or arrange for a laptop via Media Services) to use in the classroom.

The room and equipment should be returned to its original configuration and left in a tidy condition by the users of the room.

No food or drink (except water) is allowed.

NOTE TO LIBRARIANS AT THE REFERENCE DESK:

Please write appointment in calendar.

Please call the Bibliographic Instruction Librarian and relay the information for the parallel calendar.

Please fill out the BI request form with as much information (especially regarding the assignment) as possible.

Other library rooms must be booked through the Library Division office (301-660-3525/3526), or the Circulation librarian (x3876)