

# Information Technology – David Steinour, Vice Provost of IT

**Effective Date(s):** 3/19/01

**Title:** Musselman Library Instruction Room (LIR) Policy

**Applicable:** Campus Community (Students, Faculty and Staff)

**Summary:** The Library Instruction Room (LIR) is primarily used for hands-on computer training by the Library Staff and IT Staff. Other uses vary at a lower priority. An example of other uses would be that the LIR can be used as an open student computer lab. A document by the door sets the schedule of the lab use. **Please read the Details section to better understand this Policy and the restrictions that may apply.**

**Contacts:** Library Administrative Assistant or ITT

## Details:

The Library Instruction Room (LIR) is a multi-purpose facility that is primarily used for bibliographic instruction by the Library and for hands-on computer training by the Instructional Technology and Training (ITT) group of Information Technology. It contains 16 computers, a projection device, and a podium with an additional computer, a sound system, and VCR. Other uses are permitted on a lower priority basis. This document sets forth the policy for how this room will be used and reserved.

## Uses

The LIR can be used in the following ways. Uses are listed in priority order.

- Bibliographic Instruction by Reference Librarians or Computer Training by IT. The highest priority is to use this facility as a training area for instructional programs of the Library and Information Technology.
- Occasional academic use. During the day it may be difficult to find a room that is configured for film viewing or as a hands-on computer facility. This room acts as a buffer for an irregular need that cannot be handled by other facilities.
- Open student labs. When not used in any of the above ways, this facility is available as a normal student lab. Students must leave the facility at least 15 minutes prior to a scheduled training class. No student will be permitted to stay in the room during a training class.
- Other uses are permitted on a lower priority basis.

## Scheduling

The College Librarian's administrative assistant will coordinate scheduling of this room and post a schedule for the room each weekday morning. Reference librarians and ITT staff may schedule use at any time during the semester. There is some opportunity for faculty to use this room on a very irregular basis. Faculty must contact ITT staff or a reference librarian if they have an interest in using the LIR; staff will discuss what the faculty member needs and consult with them on how best to meet their needs. Staff will then schedule the room for the faculty member after this consultation has taken place. Scheduling for faculty uses must be done at least 24 hours in advance but no more than one week in advance.

## Hours of Operation

The LIR facility is open during the hours that the library is open.

## Contingencies

These guidelines can be modified at any time if difficulties arise in any of the areas outlined above.