

INSTRUCTION AND STUDY ROOM POLICY

INSTRUCTION ROOM

The primary purpose of the library instruction room, room 123, is to deliver library instruction. Its secondary use is as an ad-hoc instruction room for instructors. When not in use for either library instruction or faculty instruction, the room will be used as an open computer lab. The room may not be used by an instructor on a regular basis in lieu of a classroom. Students may not reserve the instruction room.

STUDY ROOM

The purpose of Room 124 is primarily for student study groups. The secondary purpose is as a conference/meeting room for faculty and staff. There is a two hour time limit on use of the room. Exceptions may be made by the library director or his/her designee(s).

Acceptable use: Study groups, search committee interviews, outside auditor work space

Unacceptable use: Tutoring space, faculty office space, health fairs

OUTSIDE GROUPS

Due to space constraints, outside groups may not reserve either the bibliographic instruction room or the study room. Exceptions to this may be made on a case by case basis by the library director.

General Guidelines for Room Reservations

- Group size must be greater than one
- Group size can be no larger than fire marshal regulations.
- No catered food or drink
- Room reservations are only during library hours

- Groups not showing up within 15 minutes of the booking are considered a “no show”. At this point, the room will be released to another user.
- The room(s) must be returned to the original order including but not limited to: chairs pushed under the table, trash properly discarded, equipment turned off.
- Groups outside of SLCC may not reserve either room unless approved by the library director.

Approved by library staff

08/01/18