Library Classroom Use Policy

Order of Priority for Classroom Space
1. Library instruction and other Reference and Instruction Services Use
2. Gray Library departments and other Gray Library occupants
3. Other LU departments and groups by special advance arrangement.

All rooms MUST be scheduled with the responsible parties PRIOR to use.

Library Classroom 708A
- Priority for this space is librarian led instruction. There is no space available for recurring, non-library instruction. Scheduling will be restricted to library instruction during the first 8 weeks of classes during the Fall and Spring semesters.
- LU-Affiliates may schedule the classroom on a space-available basis, but any group may be bumped if the space is needed for library instruction unless special arrangements have been made and approved by the Instruction & Assessment Coordinator.
- All room requests should be submitted through Library Instruction Request form.
- Equipped with instructor terminal, Smartboard, one projector and screen, 25 student terminals.
- Used exclusively for classes or training that require computers for hands-on learning.
- This room can only be scheduled by the Interim Instruction & Assessment Coordinator (Michael Saar) or the Head of Reference (Karen Nichols).
- This room is scheduled in Microsoft Outlook and on LibCal Library Calendar. It is also made publically available on the library home page.
- Students and non-university groups may not schedule the classroom.

Library Classroom 702
- Priority for this classroom space is librarian led instruction. There is no space available for recurring, non-library instruction. Scheduling will be restricted to library instruction during the first 8 weeks of classes during the Fall and Spring semesters.
- LU-Affiliates may schedule the classroom on a space-available basis, but any group may be bumped if the space is needed for library instruction unless special arrangements have been made and approved by the Instruction & Assessment Coordinator
- Non-instructional meetings can be scheduled when no appropriate conference/meeting rooms are available and no instructional activities are scheduled. The classrooms will be scheduled to match the actual technology needs of the event whenever possible.
- Food is not permitted. Beverages in a closed container is allowed.
- Students and Non-university groups may not schedule this classroom.
- This room can only be scheduled by the Interim Instruction & Assessment Coordinator (**Michael Saar**) for instruction use or the Executive Assistant (**April Coon**) for non-instruction use.
- This room is scheduled on the LibCal Library Calendar and in Microsoft Outlook if the session is for instruction

Created February 2015; Revised August 14, 2017
Approved by Library management committee on February 27, 2015