

# MARY AND JOHN GRAY LIBRARY

## MANUAL OF POLICIES AND PROCEDURES

### I. POLICY: LIBRARY ROOM RESERVATION AND 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 advance arrangement.
4. All rooms must be scheduled with the responsible party prior to use.
5. The rooms may not be booked for regularly scheduled classroom courses offered by the library.

#### Library Classroom 708A (Instructional Computer Classroom) (Capacity 27)

- This room is used exclusively for classes and trainings that require computers for hands-on learning.
- The room is equipped with an instructor workstation, Smartboard, one projector and screen, and 20 student workstations.
- Priority for this room is librarian-led instruction but other units may schedule the classroom on a space-available basis. Scheduling will be restricted to library instruction during the first 8 weeks of classes during the Fall and Spring semesters.
- Any group may be bumped if the space is needed for library instruction.
- All room requests should be submitted using a Library Instruction Request Form. This room may only be scheduled by the Office of Instruction and Assessment.
- Student and non-university groups may not schedule this classroom.
- This room is scheduled in Microsoft Outlook and on the LibCal Library Calendar. The schedule is available on the library home page.
- The Office of Instruction and Assessment will notify the Circulation/Reserves department for any group scheduled after 5:00 p.m. on Monday through Friday and weekends.

#### Library Classroom 702 (Auditorium-Style) (Capacity 40)

- The room is equipped with an instructor workstation (touch screen), one projector and screen, and built-in sound system.
- Priority for this room is librarian-led instruction. Scheduling will be restricted to library instruction during the first 8 weeks of classes during the Fall and Spring semesters.
- Any group may be bumped if the space is needed for library instruction.
- Non-instructional meetings may be scheduled when no appropriate conference/meetings 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.
- Student groups may schedule the room for non-recurring meetings no later than 24-hours before use. Non-university groups may not schedule this classroom.
- This room is scheduled in LibCal Library Calendar scheduled by the Library Administration office.
- The Library Administration office will notify the Circulation/Reserves department for any group scheduled after 5:00 p.m. on Monday through Friday and weekends.
- All meetings must end 30 minutes prior to library closing.

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### Library Room 717

### (Conference Room)

### (Capacity 15)

- This room is equipped with a conference table, dry erase board, one projector and screen, and Wi-Fi capabilities.
- Priority for this room is library and LU executive meetings. Faculty and staff on-campus non-recurring meetings may be scheduled in this room, if available.
- The conference room may not be scheduled for classes.
- The room is scheduled on the LibCal Library Calendar by the Library Administration office.
- The Library Administration office will notify the Circulation/Reserves department for any group scheduled after 5:00 p.m. on Monday through Friday and weekends.
- All meetings must end 30 minutes prior to library closing.

## II. PURPOSE AND SCOPE

- A. The policy's purpose is to schedule library rooms accordingly to the standards of each room. It also provides clarity on who to contact to schedule the rooms.

## III. DEFINITIONS

- A. **LibCal Library Calendar:** the calendar is used to reserve the rooms by designated employees who oversees the spaces.
- B. **Librarian-led Instruction:** the class is led by a librarian who works for Library Services.
- C. **Microsoft Outlook:** this software allows the designated employee to reserve the room in the calendar section.
- D. **Non-instructional Meetings:** meetings that are not course-based such as Webinars, faculty and staff meetings, dissertations, etc.
- E. **Non-university Groups:** any group that is outside the Lamar University campus.
- F. **Reservation:** to reserve a room at a specific date and time.
- G. **Student Groups:** on-campus groups that are recognized by Lamar University such as Student Government Association (SGA), sororities, fraternities, and official student organizations.

## IV. POLICY ROLES AND RESPONSIBILITIES

- A. The following units are responsible for scheduling the library rooms:

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1. The Office of Instruction and Assessment schedules the instructional computer classroom, 708A, at 409-880-2135.
  
2. The Library Administration office schedules the rooms 702 and 717 at 409-880-8118.

**V. PROCEDURES**

- A. The policy must be reviewed by the Dean’s Administrative Group and approved by the Dean.

**VI. ADDITIONAL SECTION(S)**

- A. Emergencies

1. During pandemics, the capacity for the following rooms are:

ROOMS	CAPACITY
708A	13
702	11
717	10

**VII. REFERENCES**

- A. No references needed.

**VIII. REVIEW AND RESPONSIBILITY**

Responsibility Party: Library Administration office, Office of Instruction and Assessment;  
Reviewed by Dean’s Administrative Group

Review Schedule: Every 2 year(s) on or before September 1.

**IX. APPROVAL**

/Signed/	3-30-2021
SIGNATURE	DATE
Arne Almquist	Dean of Mary and John Gray Library
PRINT NAME	TITLE

**REVISION LOG**

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<b>REVISION NUMBER</b>	<b>DATE</b>	<b>DESCRIPTION OF ALL CHANGES</b>
1	02/01/2015	Initial version created.
	02/27/2015	Initial version approved by the Library Management Committee.
2	08/14/2017	Policy was revised to only classroom scheduling.
3	09/24/2020	The following changes were made: bullet points were rearranged for consistency purposes, library room 717 was added, and a few statements were added or shortened.
	10/13/2020	Policy was approved by the Dean.

**APPENDICES**

No appendices needed.