

Library Computer Classroom Policy

PURPOSE

Malpass Library welcomes the use of its computer classrooms by the WIU students, faculty, and staff for university-related purposes including library instruction sessions, department-faculty-led course instruction, and course finals.

DEFINITION

Library classrooms include spaces used for individual work and group instruction. These include two library computer classrooms (LCC2 and LCC3).

POLICY

Availability and Scheduling:

Classrooms are available for use only during regular Library hours. Instructors new to the library classrooms are encouraged to check out the facilities in advance of scheduling. Check (<http://www.wiu.edu/library/info/hours/index.sphp>) for the Library's hours of operation.

A weekly schedule for each classroom will be posted near its entrance. Classrooms will be unlocked and opened to individual users whenever they are not reserved for teaching or maintenance. A sign outside each room shows when it is open for general use. Please consult the library classroom calendars (2nd Floor Classroom / 3rd Floor Classroom) before choosing a date. Reservations and arrangements for scheduling library instruction, or library classrooms can be made by completing form at:

(<https://www.wiu.edu/library/forms/reference/instruction/request.sphp>)

Classroom equipment and course-related software:

The Library is responsible for ensuring working equipment. But there is no guarantee that all software requests will be compatible with library computing systems. Instructors are responsible for contacting WIU Libraries Computer Services (298-2758) to determine whether software is compatible with library equipment. WIU Libraries Computer Services will confirm whether there are sufficient resources to install the software. Requests for installing course related software must be made to WIU Libraries Computer Services (298-2758), at least two weeks before the scheduled date. A list of software currently provided in the Malpass Library Classrooms is available at http://www.wiu.edu/library/units/dc/classroom_software.pdf

For further information about scheduling library classrooms contact Stephanie Wagner at the Malpass Library Digital Commons (298-2755), or SA-Wagner@wiu.edu.

Restrictions on classroom use:

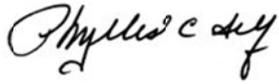
Faculty may reserve a classroom for up to two class sessions not involving a librarian per semester per section, providing that the session requires student-computer interaction. Additional arrangements will be evaluated on a case by case basis. An exception to this rule is made regarding for-credit library courses taught by library faculty.

End of the semester guidelines:

The classrooms may not be scheduled for library instruction or class lectures during the last 3 weeks of the semester so students can use them to complete class projects. An exception to this rule is made for credit courses taught by library faculty that use the room for class. Note: Classrooms may be scheduled by departmental faculty for giving course finals.

REVIEW

This document will be reviewed by Instruction Coordinator and staff on an annual basis.

A handwritten signature in cursive script, appearing to read "Phyllis C. Day".

Wednesday, March 4th 2009

Approved/Signature

Date

Reviewed: 9/11