

LIBRARY 212 SCHEDULING AND USAGE POLICY

This room may only be reserved by either university faculty, or staff. The following is intended to help those who wish to reserve the second floor computer lab (L212) in Colorado Mesa University's John U. Tomlinson Library. This room seats 25 (max) and has a computer station for each participant, as well as a computer at the front of the room for the presenter. A faculty and/or staff member must be present at all times during the use of the room. This room is in high demand and should not be used for classes or meetings which do not require use of the equipment.

Scheduling and Use Policy

L212 is a technology-oriented instruction room designed to support the specific needs of faculty and staff. To ensure these needs are met, the following policies and procedures are in effect:

Scheduling:

L212 is scheduled by the Administrative Assistant in the Library Director's office at 248-1406. All inquiries about scheduling should be handled through that office. Scheduling requests should be submitted as far in advance as possible. Faculty or staff who have specific need of the technology in the room may schedule the facility. A faculty and/or staff member must be present at all times during the use of the room. Students may not schedule the room.

When contacting the Administrative Assistant to schedule the room, be prepared to provide the following information:

1. Class Name, or Topic of Discussion for which the room will be utilized.
2. . Your name.
3. Your phone number.
4. Date you wish to use the room..
5. Time frame for which you wish to reserve the room
6. Maximum # of people you expect to be in the room.

Use Policies:

1. No food or drink is allowed in the room.
2. The scheduler of the room is responsible for enforcing the no food or drink policy during their session(s), and ensuring class participants treat the equipment properly.
3. -New users of L212 may contact Media Services for an orientation and training session. This session takes about a half hour.
4. Information Technology is responsible for maintaining the equipment in the room. If you need assistance, please contact the IT Help Desk at 248-2111. Do not change, remove, or modify any equipment in the room without permission.
5. If the user has special requirements for the computers in the room, such as special software or network access requirements, IT should be contacted in advance of the use of the room.
6. L212 is kept locked for security reasons. The Administrative Assistant in the Director's office will unlock the doors for the users. If she is unavailable, a Circulation or Reference staff member can unlock the door. The faculty/staff person who reserved the room is responsible for locking it.
7. Anyone using the audio conferencing system in a long distance setting will need their own access code.