

## **Library Instruction Rooms 286 and 373 and Study Lounge Third Floor South - use**

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### **Use of Rooms 286 and 373 by Library Faculty and Staff**

Rooms 286 and 373 are primarily reserved for library instruction. Teaching faculty are encouraged to request instruction for their classes provided the class will be taught by a library faculty/staff member and provided that the request for instruction is made at least two weeks in advance of the planned instruction session. It is recommended that teaching faculty arrange for librarian-taught library instruction as early as possible to avoid any scheduling conflicts or delays.

Rooms 286 and 373 may be reserved by library faculty and staff, with the understanding that instruction sessions scheduled by the Reference & Instructional Services Department would ordinarily take precedence. For this reason, library faculty and staff generally should reserve either room no more than 10 days in advance to prevent any interference with the scheduling of library instruction.

Installation of software or the reconfiguration of equipment in either Room 286 or Room 373 is to be performed only with the consent of the Library Instruction Coordinator and only by library faculty or staff.

Rooms 286 and 373 are to be used only by Rod Library Faculty and Staff to conduct library related business or library staff training.

### **Use of Study Lounges by Teaching Faculty**

Teaching faculty may arrange to use the Third Floor South Study Lounge on an occasional basis for the purpose of demonstrating the use of library print resources.

Except for the circumstances described above, the Library does not reserve this lounge.

Teaching faculty who wish to reserve a study lounge for the purpose described should contact the Reference and Instructional Services Department by calling 32839 and speaking with the instruction schedule coordinator. Instructors should be prepared to briefly describe the purpose for which the study room is needed. Reservations must be made before 3:00 p.m. of the previous weekday. Reservations may be made no earlier than 10 weekdays in advance of the date requested.

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