Library Instruction Classroom Use Policy

The library instruction classroom is located on the 1st floor of Leslie J. Savage Library (room 102). This room is available by reservation only due to increased use and demand for instruction workshops. The primary use of this classroom is to support academic instruction across campus.

Peak Use Period

- Please note, there is high-demand for the classroom in the first four weeks of fall and spring semesters.

Requests

- Instructors are limited to a maximum of four (4) individual non-librarian led sessions per course section in the library classroom per semester.

General Rules

- As room 121 is locked when not in use, please stop by the information desk on the 2nd floor to request access to the room at the beginning of your reservation time.
- Food and drink must be in covered containers.
- Instructors are responsible for logging off of the instructor computer, shutting down the projector, turning off lights, shutting and locking windows, and locking and closing the doors after use.

Restrictions

- Not available to be reserved for semester-long courses.
- All groups must be accompanied by a Western staff or faculty member.
- Non-Western groups are not permitted.
- Catered food and food delivery is not permitted.

Technology Issues

- Please contact the ITS department for any technology issues. Contact information is posted in the room.
- If ITS is not available, please contact a library staff member on duty.
Room Specifications

- 24 thin-client terminals with network access
- Wi-Fi (throughout building)
- 1 instructor PC
- VGA port (bring your own cable)
- Projector / large screen display
- 3 installed whiteboards
- DVD and VHS player

For questions or to request to use the room, please contact us.

Thank you!