LI-207 Use Policy

The primary function of LI-207 is to provide hands on instruction to students in the area of research skills and library use. The room is a “smart classroom” with 47 student stations, instructor station, white wall, projector, Elmo and printer. Classes are scheduled at the request of faculty. The on demand nature of the requests makes it impossible to predict when the classroom will be needed for that purpose.

Therefore, formal classes are not generally scheduled into LI-207. For example, if a math class uses the room every MWF at 9am, then the room is unavailable for library instruction on that day and time for the whole semester. Exceptions will be made in cases of emergencies, such as if a flood has destroyed the originally scheduled classroom. These exceptions will be handled by the Dean of LS&LSS, Renee Craig-Marius.

It is possible to request the room for one time uses, such as an online exams or student presentations. It is also available for committee use and staff training, on a limited basis. The room is available during the Library’s open hours only, although some flexibility is possible. The printer is always available, but you must bring your own paper, and take all printouts generated.

If you think your need to use LI-207 falls into these guidelines, please use the ‘make a meeting’ function in Outlook to request a meeting with LI-207. If you have any questions about this policy, please contact Donna Chandler at the Library.