

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.

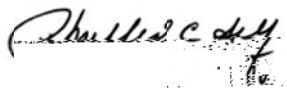
A weekly schedule for each classroom will be posted near its entrance. Classrooms will be unlocked and opened to individual users whenever they are not reserved for teaching or maintenance. A sign outside each room shows when it is open for general use. Please consult the library classroom calendars (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:

REVIEW

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

A handwritten signature in cursive script, appearing to read "Shirley C. [unclear]".

Wednesday, March 4th 2009

Approved/Signature

Date

Reviewed: 9/11