

# Library Computer Classroom Policy

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## 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:***

The Library is responsible for ensuring that all classrooms have the necessary equipment and software for instruction.

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**REVIEW**

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

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Wednesday, March 4<sup>th</sup> 2009

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Approved/Signature

Date

Reviewed: 9/11