Guideline 221 - Instruction Room Guidelines

I. Primary Use
The Library Instruction Room 259, is made available for the purpose of providing librarian-mediated instruction to students, faculty and staff on how to access library and electronic resources.

II. Additional Supported Use
The Library Instruction Room is available for librarian-sponsored events including professional meetings and exceptional uses approved by the Reference Department. Exceptional events should not conflict with potential use of the room during the semester and summer sessions. Usage for these events should be kept to normal class times in duration. Use of the room on these occasions should involve librarians working in an integral way with the program presented.

III. Scheduling
Room 259 is scheduled by using the Request an Instruction Session form at http://library.umbc.edu/contact/instruction.php, or contacting the Reference department at ref-group@umbc.edu or 410-455-2346. As a general rule, no fewer than five (5) business days are necessary to reserve the room for an event.

No significant reconfiguration of room furniture or equipment is permitted.

Requestors must provide a date and time, including beginning and ending times of the event when making a reservation.

IV. Prohibited Use
Room 259 is not available as a campus classroom, or as a location for business meetings.

V. Food and Drink:
Food or drink is not permitted in this room.

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references: Library Council meeting 10/19/00, 11/07/01