

LIBRARY COMPUTER CLASSROOM RESERVATION POLICY

The library computer classroom (now Bailey Library Room 219) is used for the following prioritized functions:

Priority 1 – Library Instruction in conjunction with SRU faculty and classes

Priority 2 – Student computer use

Priority 3 – Other non- library instructional use

During the months of September, October and then January until the week after Spring Break, the room is exclusively reserved for library instruction classes taught by the library faculty and student computer usage.

At the other times of the year, the room may be scheduled in advance for infrequent instructional use by faculty, staff, and administration of the University by calling the library secretary, at ext. 2631, or the Manager of Library Operations, Jennifer Bartek at ext. 2339. Please note though, consecutive dates or time periods, especially for more than a couple weeks, will not be scheduled. You may also email library-office@sru.edu. Requests are granted on the availability of the room.

The library does not have staff available to load software in the classroom for demonstrations and ask that the computer equipment in 219 not be altered in any way.

Approved by AP, Wilson 10/30/15, updated 2/2020