KU Libraries Instruction Room Use Policy

**Purpose**
To establish the appropriate use of classroom space, outline the reservation process, and identify the groups/individuals authorized to use the Library Instruction Rooms in Watson and Anschutz Libraries (CIC, AIC, Watson 419, Watson 302), while acknowledging that library instruction classes have priority in the rooms.

**Policy**
The library instruction rooms are for teaching KU Libraries users how to benefit from the various electronic and print tools and services we offer. The instruction rooms are intended to provide library personnel with teaching facilities for student, faculty, staff, and community learning. They are not intended to accommodate semester-long (16-week) courses, nor are they available to be used as classrooms by faculty outside of the library (i.e., without course-related involvement by librarians or library staff). Use of the classrooms is scheduled each semester according to priority of use (see list below) within the aims of the libraries’ instruction program:

1. Library and technology based classes, workshops, or seminars
2. KU course-related library instruction sessions taught by or with a librarian or technology trainer
3. Library staff instruction, training and development programs or workshops
4. Other college and university course-related instruction sessions focused on library resources and coordinated through the KU Libraries Instruction Program
5. University of Kansas short courses, institutes, workshops and seminars focused on use of our resources and taught by or with other KU faculty
6. Other groups when appropriate

*Bumping rights:* When a room is needed for library, technology, or course-related instruction, those who have reserved it for activities 3-6 may be asked to relocate elsewhere (with no fewer than seven days’ notice). This decision will be made by the Director of Public Operations in consultation with the Assistant Dean of Content and Access Services.

**Non-Library Requests**
As library instruction requests cannot be predicted, non-library events, classes, or sessions are not normally scheduled in these rooms. Other requests for the use of these rooms from the KU faculty and the KU administration will be accommodated when possible, but will not be scheduled more than 7 days before an event during the semester. Rooms are scheduled only when the Libraries are open.

All requests for the approval of non-library sponsored events should be directed to liblabreserve@ku.edu.

Final approval for such requests will be determined by the Director of Operations in consultation with the Assistant Dean of Content and Access Services.

The University of Kansas Libraries
1425 Jayhawk Boulevard | Lawrence, Kansas 66045-7544 | (785) 864-3601 | Fax: (785) 864-5311 | www.lib.ku.edu
Peak Use Periods
Typically, during the first six weeks of the fall and spring semesters, library and technology instruction is at its peak. During these times, access to the labs will be closely monitored in order to accommodate these activities (e.g., UNIV 101).

Appropriate Room Use
Clark Instruction Center, Watson Library (CIC)
The CIC is equipped with 30 workstations and an instructor workstation. Because this room is designed to allow students to learn by doing, sessions that include hands-on work will be given priority. Other sessions should be scheduled in alternate spaces. Groups of 20 or more will be given priority use of this room. Maximum room capacity: 50

Anschutz Instruction Center, Anschutz Library (AIC)
The AIC is equipped with 18 workstations, a SmartBoard, and an instructor workstation. Because this room is designed to allow students to learn by doing, sessions that include hands-on work will be given priority. Other sessions should be scheduled in alternate spaces. Maximum room capacity: 36

Watson Training Lab (Watson Library 419)
Watson 419 is equipped with 15 workstations, a SmartBoard, and an instructor workstation. Because this room is designed to allow students to learn by doing, sessions that include hands-on work will be given priority. Other sessions should be scheduled in alternate spaces. Maximum room capacity: 30

Watson Presentation Room (Watson Library 302)
Watson 302 has seating for approximately 15, projection capabilities, and an instructor workstation. Maximum room capacity: 30

Other Labs (non-library) (Reservable at http://apps.ku.edu/~infotrain/calendar.php?option=lab)

Budig Instruction Lab (10 Budig Hall)
The Budig Lab has 24 workstations and an instructor workstation. Actual seating capacity is 35. Library instruction activities are not a priority for this lab, but serves as an alternative when space is needed.

Fraser Computer Lab (4 Fraser Hall)
The Fraser lab has 24 workstations and an instructor workstation. Actual seating capacity is 30. Library instruction activities are not a priority for this lab, but serves as an alternative when space is needed.

Options to consider
When classroom space is tightly scheduled or when class size is an issue, consider the following:

- Divide the class into multiple sessions using either different time/day slots.
- Will group work be done? Can each group use just one computer?
- Encourage those students who have their own laptops to bring them to the session(s).
- Take the library instruction ‘on the road’ to the classroom where the course normally meets.
- Laptops are available for checkout at our information desks. This is an option when trying to
accommodate classes that exceed the lab’s workstation availability, or when a lab environment is not available. NOTE: Contact Christen Caton (ccaton@ku.edu; 864-1330) or Robert Szabo (rszabo@ku.edu, 864-4599), with at least 10 days’ notice, to reserve laptops for instruction.

How to reserve the instruction labs through LibCal

- Go to the LibCal login page.
- Use the Calendars feature (top left) to reserve a room for an instruction session.
- These instructions indicate how to schedule an event on the calendar and how to modify or delete an event: This video tutorial covers the process of placing a reservation. Please check availability of room before saving.
- NOTE on Lead setup time/ Lag breakdown time: Please try to avoid scheduling setup of breakdown times. If you need to test software, identify another time when the lab is available. If it is necessary to schedule setup and breakdown times, end the session on the hour or half-hour.

Scheduling workshops that are advertised on the IT calendar

If the workshop is to be held in the AIC, CIC or WATS 419, please first reserve the room in LibCal then follow the procedures to schedule at http://apps.ku.edu/~infotrain/calendar.php?option=lab

If you have questions, please contact liblabreserve@ku.edu.

Equipment and Software

If you need additional or special software installed in any room, please contact Jeromy Horkman (jhorkman@ku.edu, 864-8948) as soon as possible. In order to accommodate and coordinate such requests, LSS has to be contacted. Be aware that not all software needs can or will be accommodated. One can check available software on the computer labs page.

Policy Review

The Library Instruction Room Use Policy will be reviewed annually.

Last Review: June 2014