

Library Classroom Reservation Policy

Scope: This policy directly relates to Stabley 101, Stabley 201, Stabley 210, and Stabley 203.

Purpose: To establish a framework for providing appropriate access to teaching resources while ensuring a broader high level of room utilization. As each room has different attributes, various unique procedures will be adopted to meet the framework's design criteria.

Method: Established a hierarchy of preference.

Highest – Library Credited Instruction

High – Library Bibliographic Instruction

Medium – Outside teaching faculty, Program support, other academic groups

Low- Administrative meetings.

Specifics:

Stabley 101- Library faculty can reserve this room for both credit bearing and BI classes. All other users can reserve the room on a week by week basis. Meetings will be allowed when other options (Stabley 203) are not acceptable.

Stabley 201- All teaching faculty will schedule on their own effectively doing away with centralized scheduling of this room.

Stabley 203- First room to be reserved for small groups, presentation rehearsals or meetings.

Stabley 210- Reserved for library faculty only, Monday thru Friday, 8:00am until 5:00pm. This classroom is an open lab when not reserved. Reserved for the MSRT group Sunday thru Thursday, 5:00pm until 8:00pm.