

# Library Instruction Room Use Agreement

## ***Introduction***

The Harold B. Lee Library (HBLL) provides five classrooms designed for hands-on instruction related to information literacy. First-year writing, advanced writing, and other academic subjects schedule the rooms for one-time instruction requiring students to have access to a computer during the class experience. *These are not open access computer labs or available for semester-long classes.*

Anyone wishing to schedule the classrooms must be willing to follow the guidelines outlined in this document. Questions can be sent to the personnel listed below.

## ***Scheduling the Instruction Rooms***

All reservation requests should be placed using the Library Instruction Room Scheduler - <https://liilrooms.lib.byu.edu>

Room 2212 is our largest classroom with desktop computer stations that can seat up to 60 upon request. ***If you would like to reserve this classroom for over 30 people you must indicate this on the reservation form.***

Rooms 2231 and 2232 are flexible classrooms, each have 9 laptops that are available upon request as well as movable desks or tables to suit your instruction needs. ***Please select “laptops only” on the reservation form if you need to access the laptops.***

Rooms 2233 and 2234 each have 31 desktop computer stations.

If someone has reserved the room after you, please vacate the room 10 minutes before the start of their class time.

All form fields need to be filled out and submitted. You will receive a response to your submitted request within 48 business hours. If you have any problems or any questions about using the scheduler, please contact the Scheduling Manager.

## ***Change or Cancellation of Reservations***

Most changes and cancellations of existing reservations can be made directly using the online scheduler. Please cancel any room reservations that you will not use so others may schedule and use the room.

## ***Food Policy***

To avoid damage to the labs and maintain a clean environment conducive to classroom work, the library has a **NO FOOD** policy in the instruction rooms.

## ***Scheduling Priorities***

Scheduling is generally determined by a criteria listed below, but **the final decision will be left to the Scheduling Manager's best judgment.**

### **First Priority Scheduling – In-House Library Reservations**

The following types of courses qualify as in-house library reservations:

1. Library Instruction Classes
2. Library Software Training Classes
3. Library employee trainings and meetings
4. American Heritage Review Sessions (one room with additional rooms approved during non-peak times)
5. Family History Classes

### **Second Priority Scheduling – Outside Library Reservations**

The following types of instruction qualify for second priority scheduling:

1. Faculty with credit-bearing courses **AND** a need for a one-time, computer based, research assignment.
2. Non-library BYU campus employee trainings and meetings.

Fall/Winter Semester Non-Library reservation requests may be scheduled after the **third** week of the Semester.

Spring/Summer Term Non-Library reservations may be scheduled 2 weeks prior to the start of that term. Spring term reservations are accepted in April and Summer term reservations in June.

***Rooms may be reserved a week in advance at any time during the year.***

**Instruction rooms may not be reserved by the following groups unless permission is received from the Scheduling Manager:**

- BYU Continuing Education courses and camps
- Students
- Ward groups and programs (including youth conferences). Family history related uses **MUST** be scheduled through the Family History missionaries
- Non-BYU affiliated groups

### ***Teaching Assistants (Proctors)***

The Library Instruction section of the Harold B. Lee Library employs teaching assistants to assist during library instruction sessions. They operate and

troubleshoot the equipment, assist with the hands-on instruction, and provide general security for the rooms.

Requests for a proctor can be scheduled when making the reservation and require 48-hour advanced notice. Proctors for non-library classes or trainings are not provided. However, assistance with set-up can be provided if requested.

### ***Software, Hardware and Other Equipment***

If you need specialized software for your class, please **submit a Help Desk ticket** and contact Brendan Huber ([brendan\\_huber@byu.edu](mailto:brendan_huber@byu.edu)) at least two weeks in advance to request that the software be loaded.

Once software is loaded on a special request, it does not guarantee that the software will be there the next time. The workstations are re-imaged regularly. If you would like to request that the software remain on the workstations permanently, you will need to contact Brendan Huber.

### ***Evening and Weekend Classes***

The Library Instruction office is staffed Monday – Friday, 8:00am-5:00pm, to accommodate the normal schedule of BYU classes. If instruction rooms are closed after these hours and you do not have card access, Library Security (on Level 3) will open the doors as needed. The person making the reservation should make sure the rooms are shut down and closed after the event has finished.

### ***Contact Information***

#### ***Scheduling Manager***

Karin Patrick  
2227 HBLL  
[karin\\_patrick@byu.edu](mailto:karin_patrick@byu.edu)  
801-422-6685