Library Instruction Room Use Agreement

Introduction

The Harold B. Lee Library (HBLL) provides five classrooms on the 2nd floor, and 1 classroom on the 4th floor, all of which are designed for hands-on instruction related to information literacy. First-year writing, advanced writing, and other academic subjects schedule the room 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 for our 2nd floor rooms should be placed using the Library Instruction Room Scheduler - https://liilrooms.lib.byu.edu

All form fields need to filled out and submitted. You will receive a response to your submitted request within 24 business hours.

Please be aware that classrooms 2231 and 2232 are laptop classrooms. The rooms may be used at any time for class instruction, but if teachers wish to use the laptops they should request a proctor for their session. Failure to request a proctor will prohibit any use of the laptops. Proctors must be requested at least 2 business days in advance of the session.

All media requests (filming or photography) must be approved by the Library Administration Offices.

To reserve our 4th floor Mac Lab (4826), please visit https://mediaviewrooms.lib.byu.edu/ These reservations can only be made 14 days in advance, though exceptions may be made by contacting the scheduling manager, Erin Hawkins, at 801-422-6775.

Change or Cancellations 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.

If you have any problems changing or canceling using the scheduler, please contact the Scheduling Manager, Erin Hawkins, at 801-422-6775.

Food and Drink Policy

Food: 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. Exceptions may be made only in the case of non-messy, bite-size candies.

Drinks: Water in containers with lids that can be tightly secured is allowed within the classrooms.
**Scheduling Priorities**

The library recognizes that the instruction rooms may appropriately be used for a variety of worthwhile purposes. However, the primary purpose of the instruction rooms is to provide hands-on library instruction and/or information literacy-related instruction to BYU students in credit-bearing courses on campus.

Scheduling is generally determined by the 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 reservation:

1. Library Instruction classes
2. Library Software Training classes
3. Library employee trainings and meetings
4. Family History classes

**Scheduling Restrictions for First Priority Reservations** – None

**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.

**Scheduling Restrictions for Second Priority Reservations** –

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

**Fall/Winter Semester** Non-library reservation requests may be scheduled after the third week of the semester. Reservation requests made before this time will not be accepted. All reservation requests must be for a specific event and include the event description. **Rooms 2231 and 2232 have laptops for student use, but have specific restrictions (please see the paragraph under Scheduling the Instruction Rooms).**

**Spring/Summer Term** Non-library reservations may be scheduled two weeks after the start of Spring term.

**Instruction rooms may not be reserved by the following groups at any time unless special 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 requires 48 hour advanced notice.

Software, Hardware and Other Equipment

The library instruction classrooms are each equipped with the same suite of software. If the software you need is not available in the classrooms please contact Brendan Huber (brendan_huber@byu.edu) at least 2 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, Level 3, will need to be notified to open the rooms. The person making the reservation should make sure the rooms are shut down and closed after the event has finished.

Contact Information

Scheduling Manager
Erin Hawkins
2239 HBLL
erin_hawkins@byu.edu
801-422-6775