

# HBLL Family History Classroom Use Agreement

## Introduction

The Family History Classroom is used for course-integrated library instruction in support of family history curriculum, BYU Family History Library classes, and other family history instruction and programming. Faculty/staff may also reserve the classroom for other one-time use following the guidelines in this document.

**Location:** Harold B. Lee Library (HBLL) Level 2, Room 2242 (Northwest corner of the BYU Family History Library, Religion/Family History Section).

**Availability:** Monday through Thursday, 8:00am–9:00pm, Friday 8:00am-6:00pm, and Saturday 10:00am-6:00pm.

### Scheduling Priorities:

1. **Family History Workshops & Tours/Instruction by the Family History Librarian:** Faculty will contact the Family History Librarian.
2. **BYU Family History Library Classes/Training:** Scheduled by BYU FHL personnel.
3. **Ward, Stake, and Community Groups:** Contact the BYU FHL missionaries.
4. **Other Instruction:** Faculty/Staff may schedule for one-time use, when available.

*See additional scheduling information and guidelines below.*

### Facilities:

- 30 computers
- 10-foot retractable screen
- Ceiling projector
- Wall-mounted computer for presenter
- Option to present from laptop via HDMI or VIA
- Whiteboard (behind retractable screen)
- Portable whiteboard (6x4)
- Wall-mounted webcam and ceiling microphone/speaker array
- Teaching lectern

### Use Guidelines Summary

- Follow the scheduling guidelines below based on the type of use.
- Take good care of the classroom, furnishings, and equipment.
- Outside materials may not be stored in the room.
- No eating in the room. Beverages with screw top lids are allowed.
- See more detailed guidelines below.

**Questions/Contact:** See BYU Family History Library contact info at the end of the document.

# Scheduling the Classroom

The room is not available for scheduling semester/term courses. The following scheduling instructions are given in order of priority.

## Family History Workshops (History Department)

There is priority scheduling for workshops that support family history curriculum (HIST 205, 206, etc.). To schedule, a faculty/staff representative of the History Department's Family History Program contacts the Family History Librarian at least one month in advance of the start of the new semester or term.

## Tours/Instruction by the Family History Librarian

Faculty may schedule a library tour or other library instruction for a class to be taught by the Family History Librarian. To schedule, contact the Family History Librarian, who can arrange for the classroom and plan for the instruction. These should be scheduled at least 3 weeks in advance and ideally prior to the start of the semester or early during the semester.

## BYU Family History Library Classes and Training

The BYU Family History Library holds family history classes and other programming. The classroom may also be used for BYU Family History Library personnel training. (*During the pandemic, these are offered virtually or in person for BYU students/faculty/staff only.*) These are scheduled directly by BYU Family History Library personnel. (When needed, BYU Family History Library personnel can request to schedule additional classrooms in the BYU Library.)

## Ward, Stake, and Community Groups

The BYU Family History Library offers family history instruction and programming for ward, stake, and community groups. (*During the pandemic, the classroom is only available for BYU students/faculty/staff.*) To schedule a ward, stake, or other community group, contact the family history missionaries. Priority is given to BYU YSA groups.

**Group Restrictions:** The classroom may not be reserved for the following groups: BYU Clubs & Academic Associations, BYU Continuing Education courses and camps, non-family history ward and stake groups, non-BYU affiliated groups (other than family history). Exceptions must be approved by the Family History Librarian.

## Other One-Time Reservations

After priority scheduling, faculty/staff may make one-time reservations of remaining time slots no more than one month in advance on a first-come, first-served basis. See the scheduler for available times. One-time reservations can be made in 30-minute increments, up to 2 hours.

Contact BYU Family History Library personnel if you need to schedule the classroom for a longer period.

Reservations are subject to approval. There may be times when you receive notice that your reservation must be moved to accommodate a higher priority use of the classroom. Such changes will be kept at minimum and advance notice will be given.

Faculty/staff scheduling for a ward, stake, or community family history group should coordinate with the Family History missionaries. See group restrictions above for non-family history groups.

### *Changes and Cancelations*

Most changes and cancellations of existing one-time 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.

## Other Recurring Times

Requests by faculty/staff for recurring use (besides the above workshops) may be approved on a limited basis by contacting the Family History Librarian. Requests will be evaluated based on availability, with family history use being given priority. Requests for recurring scheduling should be made at least 1 month in advance of the start of the recurring times.

## Using the Classroom

The following guidelines apply for the classroom. If you have any questions, please contact the BYU Family History Library personnel listed at the end of this document.

## Caring for the Classroom

Please help library staff maintain the care of the classroom. Try to leave the room tidier and more orderly than you found it. This includes logging off computers, returning furniture to its original location, erasing used whiteboards, etc.

Temporary displays such as large Post-Its may be attached to walls so long as they will not damage them, and they are removed by the end of the class.

No outside materials may be stored in the classroom or in the BYU Family History Library space for future use.

## Software, Hardware, and Other Equipment

The classroom is equipped with 30 PC computers which are connected to the Ethernet and to standard library software and databases. These include access to the same databases and

software as on the computers in the main BYU Family History Library space, including access to restricted FamilySearch digital images.

There is currently no tech podium. Instead, presentation is via a laptop over WiFi and a desktop projector connected via HDMI. You may bring your own laptop or use one available in the BYU Family History Library. A portable webcam/microphone/speaker is also available.

If you need to use the laptop, projector, or webcam/microphone/speaker, contact the Religion/Family History Help Desk in advance.

## Staff Assistance

Assistance for the classroom is available from staff at the Religion/Family History Help Desk during the hours that the room is available for scheduling. Assistance is offered for using the room equipment and for connecting to library databases.

## Whiteboard Usage

There is a wall mounted 10-foot whiteboard behind the retractable screen and a 6x4 portable whiteboard available by request from the Religion/Family History Help Desk.

To keep the space usable for as many students as possible, there is no saving of content on the whiteboards. Teachers should convey this to students, so they do not lose important information. Do not use the glass walls as whiteboards.

## Classroom Doors

To reduce noise for students studying outside the classroom, the sliding glass door should be closed while the room is in use. The glass door slides side to side to open and close. Be careful when opening and closing to not damage the door. Open and close slowly and do not push or pull on the door.

There is a second (conventional) door leading to the hallway in the front of the room on the west side. This also leads to the emergency exit.

## Food & Drink

Food may not be eaten in the classroom. Beverages in containers with screw top lids are allowed.

# BYU Family History Library Contact Information

## **Religion/Family History Help Desk**

2250 HBLL

family-history@byu.edu

801-422-6200

## **Family and Local History Librarian**

Joe Everett

2246 HBLL

joe\_everett@byu.edu

801-422-7661

## **Religion/Family History Reference Supervisor**

Jennifer Schill

2248 HBLL

jennifer\_schill@byu.edu

801-422-5398

## **Family History Missionaries**

2245 HBLL

byufhlmissionaries@gmail.com

801-422-3766