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. *These are not open access computer labs or available for semester-long classes.*

Scheduling the Instruction Rooms

All reservation requests should be placed using the Library Instruction Room Scheduler: https://byu.libcal.com/reserve/instruction

Room 2212 is our largest classroom with desktop computer stations that can seat up to 60. Sessions that are 30 or less will have a wall divider.

Rooms 2231, 2232 and 2234 are flexible classrooms, with movable desks or tables to suit your instruction needs.

Rooms 2233 has 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.

Reservations are approved within 48 business hours. If you have any problems or any questions about using the scheduler, please contact us at library_instruction@byu.edu .

Change or Cancellation of Reservations

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

Food Policy

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 determined by the scheduling manager.

First Priority Scheduling – 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

1. Faculty with credit-bearing courses who have a short-term need for one of the classrooms. These sessions are directed by the professor and do not include instruction provided by a librarian.
2. Non-library BYU campus employees for training or group meetings.
3. Maintenance to the computers or facilities in the classroom.

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.

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.

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

- Students
- Non-BYU affiliated groups

Software, Hardware and Other Equipment

If you need specialized software for your class, please **submit a Help Desk ticket (**https://helpdesk.lib.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.

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 have a reservation, 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.

Please contact library_instruction@byu.edu if you have questions.