

HBLL Experiential Studio Room Use Agreement

Introduction

The studio includes three rooms:

Active Classroom

- Flexible seating for 54 (30 during Covid)
- Whiteboards and monitors
- Teaching podium
- Low fidelity makerspace (available supplies are listed below)

Collaborative Breakout Room

- Flexible seating for 13 (10 during Covid)
- Whiteboards and monitor
- Computers (available software is listed below)

Presentation Breakout Room

- Seating for 15 (10 during Covid)
- Conference table, whiteboard, and monitor
- Video conferencing capability

The rooms are primarily reserved for interdisciplinary, library-integrated, experiential courses, projects, and events.

Secondary reservations (e.g., group study, library meetings) may be made via online schedulers. Anyone who schedules the studio rooms must be willing to follow the guidelines outlined in this document.

Please direct any questions to the studio personnel listed at the end of this document.

Scheduling the Studio

Scheduling Semester-Long Courses

Faculty may apply to teach their courses in the studio for an entire semester or just a portion of the semester. The application is available here: <https://bit.ly/hblstudio>. The application deadline for spring/summer/fall courses is February 15. For winter courses, the deadline is September 15. If these deadlines are past, please reach out to the studio personnel to explore availability.

Faculty should tailor their courses to meet the following criteria:

- The interdisciplinary reach of the course based on the makeup of students, instructors, and course content.
- The degree of library integration that goes beyond using the studio as a space to teach, as demonstrated by pre-planned collaborative involvement of librarians and use of library collections, resources, and services.
- The creative, collaborative, and experiential nature of the learning environment, as demonstrated by the teaching methods implemented (e.g., design thinking, active learning) and the course structure (e.g., project-based).

Applications are evaluated by a steering committee using these criteria and the following rubric: <https://bit.ly/hbllstudiorubric>.

The goal is to occupy the studio with as many courses as possible. However, the steering committee may decline a low-scoring application or invite the applicant to adapt the course and submit again.

Scheduling One-Time Reservations

After the studio is blocked off for courses approved by the studio steering committee, one-time reservations can be made. However, because this space is primarily reserved for interdisciplinary, library-integrated, active learning, there may be times when you receive notice that your reservation must be moved to accommodate a higher priority class/event/meeting. Additionally, the studio may not be reserved by the following groups unless permission is received from the studio personnel.

- BYU Clubs & Academic Associations
- BYU Continuing Education courses and camps
- Ward groups and programs (including youth conferences)
- Non-BYU affiliated groups

The following guidelines also apply for the different rooms of the studio. If you have any questions, please contact the studio personnel.

Active Classroom

- Faculty/Staff/Admin can reserve this room using the online scheduler.
 - Please email matt_armstrong@byu.edu if you are planning on a one-time class or event so that we can best prepare the space for you.
 - Students interested in booking the room should contact the studio personnel.
- The active classroom is booked independently from the breakout rooms. The classroom is separated from the breakout rooms with sliding glass doors. If you are concerned about noise carrying from the classroom to the breakout rooms or vice versa, please book all of the rooms for your event using each of the online schedulers. If you have questions, contact the studio personnel.

- One-time reservations can be made one month in advance on a first come, first served basis.
- One-time reservations reservations can be made in 30-minute increments, up to 2 hours. Please reach out to the studio personnel if you need to schedule the classroom for a longer period.
- One-time reservations reservations can be made for any time the library is open.
- Most changes and cancellations of existing one-time reservations can be made directly using the online schedulers. Please cancel any room reservations that you will not use so others may schedule and use the room.

The online schedule for the active classroom can be found here: expstudio.lib.byu.edu

Breakout Rooms

- Faculty/Staff/Admin/Students can reserve the two breakout rooms using the online scheduler.
- One-time reservations can be made up to two weeks in advance on a first come, first served basis.
- One-time reservations reservations can be made in 30-minute increments, up to 2 hours.
- One-time reservations reservations can be made for any time the library is open.
- Most changes and cancellations of existing one-time reservations can be made directly using the online schedulers. Please cancel any room reservations that you will not use so others may schedule and use the room.

The online scheduler for the breakout rooms can be found here: expstudiorooms.lib.byu.edu

Using the Studio

Caring for the Studio Space

Please help library staff maintain the care of the studio space. Try to leave the studio more tidy and orderly than you found it. This includes returning furniture to its original location, erasing used white-boards, and returning unused supplies to their original containers.

Staff Assistance

Assistance for the studio—see studio personnel listed at the end of this document— is generally available upon request Monday through Friday, 8:00am–5:00pm, to accommodate the normal schedule of BYU classes. Assistance is offered for operation of technology, access to the storage room, and assistance with instruction. If assistance is needed after these hours, please contact the studio personnel.

Maker Supplies

A prototyping area is located next to the active classroom. This space is designed for students to build low fidelity (e.g., paper-based, simplified) prototypes of their projects for conceptualizing and testing.

Common supplies include:

Craft supplies such as Post-It notes, scissors, tape, glue, cardboard, paper, card stock, and foam board.

Common tools include:

Measuring tools, cutting tools and mats, glue guns, and paper cutter.

For a full list of available supplies and tools, contact studio personnel.

Supplies are a courtesy, generally intended to be used in the studio for course purposes. If you plan on using a large amount of materials or if there are specific materials you would like to request, please contact the studio personnel. There is storage space available for semester-long projects both in the prototyping area as well as the storage closet.

Risk Management

Some cutting tools are particularly sharp. Students must take extra care to read through the posted safety rules before using these tools. Protective cutting gloves will be provided for students who wish to use them.

Whiteboard Usage

In order to keep the space usable for as many students as possible, there is no saving of content on the whiteboards attached to the walls. Teachers should convey this to students so they do not lose important information. If needed, the studio has a number of portable whiteboards that can be saved throughout a semester that can be kept in the storage closet. Generally, teachers should not save more than three white boards at a time, but please contact the studio personnel if accommodations are needed.

Software, Hardware and Other Equipment

Electronic devices can be connected to the monitors in the studio through HDMI cords or wirelessly through VIA. In the active classroom, monitors can also be controlled through the teacher station.

Food Policy

General Library Policy

Beverages in containers with screw top lids are allowed.

To minimize damage to the collection and maintain a clean environment conducive to quiet study, the library generally has a NO FOOD policy throughout the building except on level three.

Requesting an Exception

On occasion, there may be a need to have food in the studio for day-long courses or special events/meetings. The library must approve such events so that the specific circumstances and details are carefully selected and organized. To determine if food may be approved for an event, please reach out to the studio personnel. If approved, the following guidelines will generally apply.

- No hot foods are allowed.
- Foods with strong odors are firmly discouraged since the odor tends to spread to other areas of the library, even during transit to the area of an event. For example, popcorn is not allowed in the library due to odor and crumbs which attract mice.
- Food consumption should occur as much as possible out of the public eye.
- Food deliveries are not allowed through the atrium entrance. They should come through the loading dock. The person ordering food should provide appropriate delivery instructions and arrange for someone to be at the dock when the delivery arrives. Contact the studio personnel for help making these arrangements.
- Patrons using the studio should handle food in a responsible manner and immediately report spills or other problems to library staff.
- Patrons should conscientiously clean up after themselves, restoring the room to a clean and uncluttered environment. They should wipe tables of crumbs and spills and remove smelly or overflowing trash.

Studio Personnel Contact Information

Experiential Studio and Online Learning Supervisor

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