LIBRARY COMPUTER CLASSROOM POLICY

Purpose

Malpass Library welcomes the use of its computer classrooms by WIU students, faculty, and staff for university-related purposes including library instruction sessions, department-faculty-led course instruction, and course finals.

Definition

Library classrooms include spaces used for individual work and group instruction. These include two library computer classrooms (LCC2 and LCC3).

Scope

This policy is intended to ensure space is available for group and individual study. Some guidelines exist regarding the amount of classroom use and the installation of course-related software, to make sure as many patrons as possible have access to the rooms and to make the best use of the library's limited physical and staff resources.

Policy

Availability and Scheduling

Classrooms are available for use only during regular library hours. *Instructors new to the library classrooms are encouraged to check out the facilities in advance of scheduling.* Check http://www.wiu.edu/library/info/hours/index.sphp for the library's hours of operation.
A weekly schedule for each classroom will be posted near its entrance. Classrooms will be unlocked and available to individual users whenever they are not reserved for teaching or maintenance. *A sign outside each room shows when it is open for general use.* Please consult the library classroom calendars (**2nd Floor Classroom** / **3rd Floor Classroom**) before choosing a date**.** Reservations and arrangements for scheduling library instruction or library classrooms can be made by completing the form at:
(https://www.wiu.edu/library/forms/reference/instruction/request.sphp)

Restrictions on classroom scheduling and use:

Due to space limitations and high demand, we are no longer able to schedule classrooms or classes without a librarian the first two weeks of the semester**.** Faculty may request sessions with a library instructor up to three hours a semester for any particular class section (for example if you teach 3 sections of Eng 180, then you may schedule up to three visits for each class section or 9 total visits).

Faculty may reserve a classroom for up to two class sessions **not involving a librarian** per semester per section, providing that **the session requires student-computer interaction**. Additional arrangements will be evaluated on a case-by-case basis. An exception to this rule is made regarding for-credit library courses taught by library faculty.

Attendance and Cancellations

The faculty member must be present during the library classroom session. Failure to attend with your class limits the efficiency and effectiveness of library classroom instruction. In addition, failure to attend the session may result in cancellation of the session at the discretion of the library faculty member.

In general, faculty members are expected to follow the policy for absences set forth in the *Official University Policy Manual*, "The Faculty Member as Instructor," (http://www.wiu.edu/policies/facresp.php. *"If a faculty member is unable, for whatever reason, to meet his/her teaching obligations, he/she should notify the department chairperson in order that appropriate arrangements be made to enable the student to meet the course requirements. If the faculty member is unable or unwilling to do so, his department or college must assume this responsibility."*

Library instructors and classrooms are limited and in high demand so efforts must be made to free up and use these resources as effectively as possible.

The Malpass Library Digital Commons should be notified of cancellations at least 24 hours before the session. Contact Stephanie Wagner at the Malpass Library Digital Commons (298-2755), or SA-Wagner@wiu.edu.

End of the semester guidelines:

The classrooms may not be scheduled for library instruction or class lectures during the last 3 weeks of the semester so students can use them to complete class projects. An exception to this rule is made for credit courses taught by library faculty that use the room for class. Note: *Classrooms may be scheduled by departmental faculty for giving course finals.*

Classroom equipment and course-related software

The library is responsible for ensuring working equipment, but there is no guarantee that all software requests will be compatible with library computing systems. Instructors are responsible for contacting WIU Libraries Computer Services (298-2758) to determine whether software is compatible with library equipment. WIU Libraries Computer Services will confirm whether there are sufficient resources to install the software. Requests for installing course related software must be made to WIU Libraries Computer Services (298-2758), *at least two weeks in advance of the date scheduled.* A list of software currently provided in the Malpass Library Classrooms is available at http://www.wiu.edu/libraries/digital_commons/Digital Studio Software Equipment List3.pdf

Review

This document will be reviewed by the instruction coordinator and staff on an annual basis.