



ROBERTS
WESLEYAN COLLEGE



NORTHEASTERN
SEMINARY

Golisano Library

LIBRARY INSTRUCTION LABS Rooms 134 & 135

Purpose	To provide a location for information literacy instruction and training by Library faculty and staff or ITS personnel and for use by RWC / NES classes requiring computer access for research, instruction, orientation, or collaborative work.
Available to	RWC / NES Faculty, Staff & Students
Amenities	Computer stations (24 in Room 134 / 18 in Room 135)* Windows 10, Office 2016, & the standard RWC campus software package Printer Teaching station with computer, LCD projector & screen Audio system & microphone Net Support software Turning Point Survey software & clickers DocuCamera DVD & VHS player SMART Board & Webcams (in Room 135), Whiteboards with markers & erasers & headsets (in Room 134)

**Rooms 134 & 135 can be combined into one room and both rooms reserved for a total of 42 computer stations.*

Room Use Policy

- Room is intended for information literacy instruction / one-time use for supplemental classroom instruction.
- Information literacy instruction sessions have priority over other requests.
- Room is available for use during library hours; requests are approved in the order they are received.
- Faculty may use the Library Instruction Lab to teach the session themselves or invite a guest instructor.
- Classes that are scheduled for more than one session may be asked to relocate temporarily if the room is needed for another one-time class.
- The person responsible for reserving the room should notify the Research and Instruction Librarian as soon as possible of a cancellation or any changes to the reservation.
- Report computer/printer problems immediately to the ITS Department: x6898 or helpdesk@roberts.edu.
- Only markers provided are to be used on the whiteboards. Extra ones are available at the Resource Desk. **Do not** write on the SMART Board with markers.
- Beverages must be covered.
- If the class has a meal break, notify the Library Operations Manager who will make arrangements for an alternate location to eat in the library.
- Clean spills immediately. Paper towels are available in the Staff Lounge (Room 109).
- Library not responsible for items left unattended.

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Rooms 134 & 135

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Library Instructors

All the librarians in the Library are capable of providing information literacy instruction. While faculty may contact a librarian to teach a class, this person may not be the one assigned.

Responsibility of Instructors

During the class: The instructor responsible for the class will be in the Instruction Lab during the session.

Turn on the computers and projection equipment (if required).

After the class: Close all applications and log off all workstations at the end of each class.

Turn off projection equipment at the end of each class.

Erase the whiteboards.

Room must be clean and left in order it was found.

Inform Resource Desk staff if anyone is remaining in the room to continue working.

How to Apply

Complete "Library Instruction Lab Request Form" on the Library website (<https://library.roberts.edu>) by selecting Room Reservations on the home page, then Request Form under the Library Instruction Lab section. Be sure all the fields with asterisks are completed or the form will not be submitted.

If you need any extra equipment or software contact the Systems Librarian, x6064, Libsys@roberts.edu.

If a Library Instructor is needed, please allow a minimum of *two weeks prior* to your preferred date.

The Research and Instruction Librarian will send a confirming email after the Library Instruction Request form is submitted.

7/19