LIBRARY INSTRUCTION LABS
Rooms 134 & 135

Purpose
To provide a location for Bibliographic Instruction and training by Library staff or IT 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 7, Office 2010 & 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 (in Room 135), Whiteboards with markers & erasers (in Room 134)
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 library bibliographic instruction / one-time use for supplemental classroom instruction.
- Library Bibliographic 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 Library Operations Manager as soon as possible of a cancellation or any changes to the reservation.
- Report computer/printer problems immediately to the Circulation Desk. If possible, we will correct the problem during class.
- Only markers provided are to be used on the whiteboards. Extra ones are available at the Circulation or Reference Desk. Do not write on the SMART Board with markers.
- Beverages must be covered.
- No food is permitted. 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 Instructors
All the librarians in Golisano Library are capable of teaching in bibliographic 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. Return extra markers to Reference Desk.
- Room must be clean and left in order it was found.
- Inform Reference Librarian if anyone is remaining in the room to continue working.

How to Apply
Complete “Golisano Library Instruction Request Form” on the Library website (http://library.roberts.edu) by selecting Services on the home page, then Room Reservations. Be sure all the fields with red asterisks are completed or the form will not be submitted.

If you need any extra equipment or software contact the Digital Services & Systems Librarian, Lynn Brown, x6064, brown_lynn@roberts.edu.

The courtesy of 2 weeks notice is appreciated if a Library instruction is requested.

Library Operations Manager will send a confirming email after the Library Instruction Request form is submitted.