

B. THOMAS GOLISANO

LIBRARY

LIBRARY INSTRUCTION LABS Rooms 134 & 135

Purpose To provide a location for Bibliographic Instruction and training by Library staff or IT personnel and for occasional 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)*
Standard RWC campus software package
Network connections
Printer
LCD projector & screen
Teaching station with computer
Whiteboards with markers & erasers
Air-conditioned

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.
- Semester-long courses will not be scheduled; divisions may not schedule this room as a regular classroom.
- Room is available for use during library hours only.
- Faculty may use the Library Instruction Lab to teach the session themselves or invite a guest instructor.
- The person responsible for reserving the room should notify the Director of Reference & Bibliographic Instruction as soon as possible of a cancellation or any changes to the reservation.
- No food is permitted. If the class has a meal break, notify the Director of Reference & Bibliographic Instruction who will make arrangements for an alternate location to eat in the library.
- Beverages must be covered.
- 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 Reference Desk.
- Clean spills immediately. Paper towels are available in the Staff Lounge (Room 109).
- Library not responsible for items left unattended.

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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. It is the responsibility of the Director of Reference & Bibliographic Instruction to ensure that all classes which require a librarian for instruction receive the most qualified person on staff.

Responsibility of Instructors

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

Inform the Director of Reference & Bibliographic Instruction if a guest instructor is coming.

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

Contact Director of Reference & Bibliographic Instruction, x6044,
jones_linda@roberts.edu.

OR

Use VEMS on RWC Intranet website

Request should be submitted at least 10 days prior to date needed.

Complete "Golisano Library Instruction Request Form" and return to the Director of Reference & Bibliographic Instruction who will approve the room request.

Form will be emailed to you upon VEMS reservation request or you may download it from library website: www.roberts.edu/library: Services / Library Facilities

If you need any extra equipment or software contact: Linda Jones
Library Operations Manager will send a confirming email after the Library Instruction Request form is completed and returned

11/07