

THURGOOD MARSHALL LAW COLLECTION – (NL 314) ROOM USE POLICY

The collection in NL 314 supports the classes of the Paralegal Studies A.A.S. program offered by the BCC Business and Information Systems department.

Students enrolled in Paralegal Studies program should use the collection in this room for their study and assignments. Additional online resources supporting study under this program can be accessed via the library “Databases” and “Subject Guides” links on the Library web pages.

Paralegal research classes are scheduled in NL 314 every semester.

The collection, tables, equipment, and mock court room set-up are primarily for use by Paralegal classes.

Other students, faculty, and staff can use NL 314 for quiet study when Paralegal classes are not in session.

Scholarly lectures and CUNY meetings hosted by the President *only* may, from time-to-time, be scheduled in this space. Advance registration should be arranged through the Library Administration office.

PROCEDURES

The BCC Business and Information Systems department will notify Library Administration prior to the start of every semester of the Paralegal Studies classes scheduled to occupy the space.

The class schedule for Paralegal Studies classes will be posted on the door of NL 314.

Students, faculty and staff other than those in the scheduled classes should exit the room 15 minutes prior to the start of these classes.

College faculty and the President’s Office wishing to schedule an event in NL 314 must contact the Library Administration at (718) 289-5439 two weeks in advance to approval/confirmation and to make arrangements. [Maximum legal capacity for the space is 35 persons.] Further arrangements for equipment, furniture moves, and catering needs may require referrals to other College units.