

LIBRARY INSTRUCTION CLASSROOM - USE POLICY

Library Instruction is one of the core activities of the Bronx Community College (BCC) Library Department. We provide one-on-one assistance for individual students and faculty, Information Literacy sessions for specific courses upon request by discipline faculty, provide walk-in workshops, and Library Orientation sessions for students and faculty navigating our Library for the first time.

The Library Faculty welcomes the opportunity to teach, and make every effort to support the classroom experience through any venue appropriate, either in the Library or elsewhere on campus.

Location:

The Library Instruction classroom (Room 210) is located on the main floor of the Library Information Commons across from New Media.

Description:

The Library Instruction Classroom contains 48 PCs, an instructor work station (the same as available in all e-classrooms on campus), two white boards, two overhead Epson Projectors, and one networked printer. The classroom is configured in rows and cannot be rearranged.

The primary use of the Library Instruction Classroom is library instruction/training and IT workshops and/or training for Library Faculty and staff. If available, the Library Instruction Classroom may be scheduled by BCC faculty and staff for other instructional uses.

The Library Instruction Classroom 210 should not to be considered a site for an entire other-than-Library instruction. Also, it is not an open computer lab for drop-in use. BCC faculty members are encouraged to use the Library Group Study Rooms when available.

Any use of this room must be done via reservation with the Learning Services Unit.

PROCEDURES

Scheduling:

To schedule a Library Instruction Class, contact Ms. Ronise Springer at (718) 289-5433 or email: ronise.springer@bcc.cuny.edu (Please note that room reservations are not considered complete unless the requester has received a confirmation e-mail.)

The room may be reserved for a one-time use only depending on availability; regularly scheduled courses or events will not be scheduled.

To ensure availability of the Library Instruction Classroom for library instruction/training and Library staff workshops and training, general room reservations for the fall and spring semesters will be accepted on a first come, first serve basis throughout the academic term. For summer and interim periods, approved room reservation requests will be scheduled upon receipt when the room is available.

Use Guidelines:

When arriving to use Library Instruction Classroom, please proceed directly to Room 210. Please arrive early as the Faculty Librarian will be there to greet you and your students. Faculty from outside the Library should remain with their classes for the duration of library instruction sessions.

Users are responsible and accountable for the cleanliness and order of the classroom following use. All problems with technology in the room should kindly be reported to Library Faculty or staff.

Users should adhere to the Food and Drink Policy of the Library Department. Catered food events and food delivery are not allowed in the Library Instruction Classroom nor elsewhere in the Library.

The Instruction schedule for the room is available to all Library staff at the service desks. For maintenance, clean-up and training, we ask instructors to vacate the room 10 minutes prior to subsequent pre-scheduled instruction or library bookings otherwise.