

**Yavapai College Library**  
**Library Instruction Room Scheduling and Use Guidelines**

*November 14, 2017*

The Library Instruction Room (Building 19, Room 121 on the Prescott Campus) is designed to provide teaching facilities for the Library's research instructional program and to support other Yavapai College activities. Room utilization specific to library research instructional programs is a top priority for facility scheduling. Due to the high demand for library research instruction during the beginning of each semester, instructors requesting this type of service should contact the Library early to reserve training for their students.

The Library Instruction Room is not designed or intended for use as regularly scheduled classrooms and/or meeting facilities. This room may be utilized by classes and/or other college staff needing facilities on a limited basis. Wireless capabilities are available and attendees may use their own equipment (laptops, tablets, and other mobile devices). Instructors and/or college staff are responsible for communicating with the ITS Help Desk any special software requests and/or technology assistance during room utilization. Library staff are not available to assist in troubleshooting technology issues. All individuals are expected to use computer resources responsibly, ethically and in compliance with the Yavapai College Technology Resource Standards and all relevant laws.

**Scheduling/Cancellation**

To schedule the use of the room contact your departmental representative for 25Live room scheduling.

**Hours of Availability**

This room is available during Library operating hours and closes 15 minutes prior to Library closure.

## **Equipment and Software**

### Prescott Campus

- Lectern pc
- Laser printer
- White board
- Projector
- Document camera
- DVD player
- Conference phone

## **Level of Support**

- For assistance with hardware and software while using this room, please contact the ITS Help Desk:
  - o x2168

## **Room Environment**

- Return all equipment to its original setting after use.
- Return furniture to its original arrangement.
- The College's no food near computers policy applies.