

MARY AND JOHN GRAY LIBRARY MANUAL OF POLICIES AND PROCEDURES

- x Order of Priority:
 - o Library Events
 - o Librarian-led Instruction
 - o Other classes, on space available basis, may be cancelled if space needed for library
 - o Other LU Departments and Groups Non-instructional Meetings & Events
 - o Unavailable to Student Groups
- x Scheduling:
 - o Library Administration Office schedules
 - o Library Administration Office notifies Circulation/Reserves department of scheduled groups.
 - o All reservations must end 30 minutes prior to library closing.
 - o Requests must be submitted at least 24 hours in advance
 - o Appears in LibCal Library Calendar

Library Classroom 702 (Auditorium-Style) (Capacity 40)

- x Use: Classes, Non-instructional Meetings, Events
- x Equipment: Instructor workstation (touch screen), one projector and screen, full sound system
- x Order of Priority:
 - o Librarian-led Instruction only first 8 weeks of classes of Fall and Spring semesters
 - o Librarian-led Instruction outside first 8 weeks of classes of Fall and Spring semesters
 - o Other classes on space available basis may be cancelled if space needed for library instruction
 - o Other LU Departments and Groups Non-instructional Meetings & Events
 - o Unavailable to Student Groups
- x Scheduling:
 - o Library Administration Office schedules
 - o Library Administration Office notifies Circulation/Reserves department of scheduled groups.
 - o All reservations must end 30 minutes prior to library closing.
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Library Classroom 708A

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IV. POLICY ROLES AND RESPONSIBILITIES

