



Stephen B. Luce Library

Policy and Procedures for Use of A-18 “Smart” classroom

- The primary function of room A-18 is to facilitate the Library's Instructional Program and Information Literacy Sessions.
- Due to the nature of the library's instructional program, Information Literacy classes are scheduled on demand by faculty and groups of students with only 2-3 days notice. Therefore, the library's Information literacy classes receive priority in scheduling.
- Members of the college community are invited to use A-18 in individual instances as long as it does not present a scheduling conflict with the Library's classes.
- In order to ensure the A-18 availability for library instruction, requests for repeated scheduled routine classes and scheduled repeated meeting sessions will not be accommodated as they present a potential conflict with the Library's Information Literacy sessions.
- The Luce Library maintains administrative rights for the schedule of use.
- The Luce Library is responsible for access, security and safety of the equipment within.

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