

## **Staley Library – Information Literacy Classroom Policy**

### **Purpose**

The Staley Library Information Literacy classroom (University Commons room 146) is intended primarily as a space for library faculty to provide information literacy instruction. Secondly it is for the use of librarians and Staley Library staff for training, demonstrations, workshops, and other library-related activities.

### **Policy**

#### **Availability & Scheduling**

Staley Library faculty are the schedulers for the Information Literacy Classroom. Millikin faculty members wishing to request library instruction for their courses should contact the Staley Library Instructional Services Coordinator or the appropriate liaison librarian. Millikin faculty and staff wishing to reserve the classroom for non-library activities should contact the Instructional Services Coordinator (Matthew Olsen | [molsen@millikin.edu](mailto:molsen@millikin.edu) | 420-6719). Reservation requests should be made at least one week in advance. Information literacy instruction takes priority in scheduling the space. At times that the classroom has not been reserved it will be open for general student use. Reserved times will be indicated in the 25Live reservation system, which is accessible through myMillikin.

#### **Classroom equipment**

The classroom contains 12 tables, 24 chairs, an instructor station and chair, and a projector and screen. A limited number of laptop computers for the instructor's or students' use may be checked out at the Circulation Desk. White board markers and erasers are also available for check out at the Circulation Desk. Questions about the technology in the information literacy classroom should be directed to the Millikin Information Technology department (362-6488).

#### **Restrictions**

Faculty may reserve the information literacy classroom no more than two times a semester per class for sessions not involving a librarian. Other requests will be evaluated on a case-by-case basis.