

Guidelines for Instructional Room Use

Hodges Library 211, 127, 128, and 150

Room use guidelines are to protect facilities and equipment and also to insure that instructors and trainers have a successful instructional experience. The policies apply solely to rooms 211, 127, 128, and 150 in Hodges Library, which are managed by the Reference and Instructional Services team. Contact the Media Center or Library Administration for guidelines applicable to additional group viewing or meeting rooms in the library.

1. UT Libraries' employees may reserve rooms 127, 128, 150, and 211. The library employee making the reservation is responsible for unlocking and locking the room and for the proper use and safeguard of equipment. These rooms are primarily for instruction or training, but may also be used on an as available basis for meetings. Room 150 should be the room of first-choice when scheduling a meeting, particularly during times in the semester when instruction is heavy.
2. The rooms are reserved through the Corporate Time calendar. For those who do not have access to the Corporate Time account, obtain assistance from staff in the RIS team.
3. Generally speaking, use of rooms 211, 127, 128, and 150 by persons who are not employees of the UT Libraries for purposes other than library instruction and training is discouraged.
4. In the rare case that a UT Libraries' employee chooses to accommodate a request from someone not employed in the Libraries, that library employee must reserve the room and plan to be present during its use (or arrange for another library employee to be in attendance). The library employee responsible for the room should be available to provide assistance with whatever equipment or software is being used and to secure the room.
5. When working with an outside user, it is important to find out ahead of time the need for tech support or assistance. Frequently those not affiliated with the library are unaware that the rooms are equipped with SmartBoard technology. These individuals should also be advised that they might not have access to the room ahead of time to "practice, etc" unless prior arrangements are made. IT support staff may be unavailable or the room may in use and inaccessible, thus hindering drop-in access.
6. If new software, software updates, or special applications need to be installed on the desktop for training or instruction purposes, the IT support staff in Reference and Instructional Services should be notified ONE WEEK in advance. If possible, two weeks notice for room 211 and the laptop cart is preferable, because of the number of computers involved and the need to arrange access to room 211.

7. Every software installation MUST be legal. It is the instructor/trainer's responsibility to document for the IT support staff that they have licenses or permission for software installation on the number of workstations involved in the instruction. For instance, installing a full/non-trial version of Dreamweaver or Photoshop on 28 workstations from a single user license is not legal. As mentioned in point #6 it is best to consult with the IT support staff ahead of time, if you have questions about this.
8. It is the responsibility of the instructor/trainer to make sure that any special software or application functions according to the needs of the audience. For example, if the software requires a username and password, login ahead of time and see if it works. If the software uses plug-ins or requires the installation of other software packages (EndNote with Microsoft Word), test to see if those functions work before the day of the class. Consult with the IT support staff ahead of time when you need assistance.
9. Food and drink are not allowed in rooms 211, 127, and 128. The only exception is that trainers and instructors may have bottled water during a lengthy presentation. Should food and drink be consumed in room 150, we ask that the individual responsible for the room also be responsible for cleaning.

If you have questions about these room use guidelines, please contact Rita Smith, rsmith19@utk.edu, 974-6877.

Approved by the UT Library Management Group December 1, 2004.