

Guidelines for Instructional Room Use Hodges Library 211, 127, 128 and 150

The room use 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.

- UT Libraries’ employees may reserve rooms and must be present during the scheduled event. The library employee is also responsible for unlocking and locking the room and for the proper use and safeguard of equipment.
- The rooms are reserved through the Outlook Exchange calendar. Events should be marked “tentative” until confirmed and promptly deleted if not needed.
- Use of rooms for semester long classes is discouraged.
- Whenever possible, staff training should be scheduled during periods of the semester when instruction is not as heavy.
- Use of rooms by persons who are not employees of the UT Libraries for purposes other than library instruction and training is discouraged.
- Food and drink are not allowed in rooms 211, 127, and 128. Instructors may have bottled water. Should food and drink be consumed in room 150, the individual responsible for the room should also be responsible for cleaning.
- **Consult with the IT support staff in Reference and Instruction Services ahead of time for all technical assistance or questions.**
 - Any necessary updates or installations of software **must be requested at least ONE WEEK in advance.**
 - Every software installation **MUST** be legal. It is the instructor’s responsibility to determine if they have the appropriate licenses or permissions.
 - It is the responsibility of the instructor to make sure that software is functioning and accessible.

Classroom Scheduling Priorities

Room 127	Room 128	Room 150	Room 211
Classes under 20	Classes under 40	Meetings	Classes of 20-30
Workshops under 20	Staff training under 40	Staff training	Workshops of 20-30
Staff training under 20	Meetings	Small classes	Staff training 20-30

If you have questions about these room use guidelines, please contact Rita Smith, rsmith19@utk.edu, 974-6877 or Kristen Bullard, kbullard@utk.edu, 974-0026