

2 East Reference Classroom Guidelines

Purpose of the Room:

The 2 East Classroom (located in the east tower on the second floor, room 2699A) is primarily intended for library instruction -- that is for seminars, workshops, courses, and other types of bibliographic instruction to be taught by Library or Academic Technology staff for the benefit of the Northwestern community (students, faculty, and NU staff). The 2 East Classroom is also available for other types of presentations, events, and general meetings, however, these are secondary functions and precedence is given to those sessions with teaching purposes, especially during the first 6 weeks of each academic quarter. By following these guidelines, we will better be able to accommodate the needs of each classroom user.

This is not a standard university classroom and cannot be reserved for regular academic courses. Please contact the Registrar for available rooms on campus.

Scheduling & Support:

Scheduling of the room via Meeting Maker is maintained and approved by the Reference Department staff. For user support and scheduling questions, please call one of the following numbers ...

User Support: 8:30am-5:00pm Mon-Fri	Digital Media Services	467-1080
After Hours Assistance M-Th 5pm-9pm, Sat-Sun 1pm-5pm	Reference Desk	491-7656
Scheduling of the Room	Reference Office	491-2171

Guidelines:

- First time users of the 2 East Classroom must request instruction from the Reference Department in the use of all equipment, including the PC, projectors, VCR and DVD players. **THIS INCLUDES BOTH LIBRARY AND IT/AT STAFF.**
- After conducting a session, **LEAVE THE CLASSROOM'S PC TURNED** on -- virus software must run on this machine overnight.
- It is critically important that the **PROJECTORS ARE TURNED OFF** at the end of the session. Projector bulbs are very expensive and require a service call to replace. Bulb life can be significantly shortened if left on.
- Please **TURN OFF THE LIGHTS** and **SHUT THE DOOR** when the session is over.
- Requests to download additional or special software onto the classroom's PC, or to set up additional equipment within the classroom, must be submitted at least three business days in advance.
- Access to the classroom can be given by library staff in the following departments: Reference, Media, Facilities, Collection Management.

Questions & Comments:

For other questions and comments about the 2 East Classroom, please contact:

Scott Garton at 491-3825 or via email at s-garton@northwestern.edu

Jason Kruse at 491-2171 or via email at jkruse@northwestern.edu