

Yavapai College Library Library Instruction Room Scheduling and Use Guidelines

Revised November 20, 2007

The Library Instruction Rooms (Building 19, Room 121 on the Prescott Campus and Building M, Room 112 on the Verde Campus) are designed to provide computerized teaching facilities for the Library's research instructional program and to support other Yavapai College activities. Room utilization specific to library research instructional programs is a top priority for facility scheduling. Due to the high demand for library research instructional training during the beginning of each semester, instructors requesting this type of service should contact the Library early to reserve training for their students.

The Library Instruction Rooms are not designed or intended for use as regularly scheduled classrooms and/or meeting facilities. This room may be utilized by classes and/or other college personnel needing computer usage facilities on a limited basis. Instructors and/or college personnel are responsible for communicating with the ITS Help Desk any special software requests and/or technology assistance during room utilization. Library personnel are not available to assist in troubleshooting technology issues. All individuals are expected to use computer resources responsibly, ethically and in compliance with the Yavapai College Acceptable Use Statement and all relevant laws.

Scheduling/Cancellation

To schedule/cancel the use of the room, contact:

Prescott campus:	928 776-2261
Verde campus:	928 634-6539

Priority of Use

1. Library instruction
2. Credit classes
3. College use

Hours of Availability

This room is available during Library operating hours and will be shut down 15 minutes before the Library closes.

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Equipment and Software

Prescott campus

21 PCs with standard YC computer software

- External floppy drives
- Laser printer
- White board
- Projector
- Document camera
- DVD/VHS player

Verde campus

- 20 PCs with standard YC computer software
- Laser printer
- Projector
- Document camera
- DVD/VHS player

Level of Support

- For assistance with hardware and software while using this room, please contact the ITS Help Desk:
 - x2168 - Prescott campus & Verde campus

Room Environment

- If computers and peripheral equipment are altered in any way during use, return them to their original settings.
- Return furniture to its original arrangement.
- The College's no food/drinks near computers policy applies.