



# **Orange Coast College Library**

## **Scheduling a Library Lecture and the Instructional Rooms Policy and Procedures**

### **Scheduling a Library Lecture:**

The library lectures are coordinated and scheduled by the Instructional Services Librarian. Please contact the Instructional Services Librarian by telephone or email. You may also use the online [Library Lecture Request form](#).

### **Scheduling a Library Instructional Room:**

The Library has two rooms that are used for library instruction:

- The Lecture Room
- The Lecture Lab (used as supplement to the computer lab when not being used for instruction)

The policy and procedures for scheduling and using these rooms are as follows:

- Both the lecture room and the lecture lab are booked with the Instructional Services Librarian for instruction or with the Dean's Office for non-instruction.
- Instructors may not use either the lecture room or the lecture lab unless they have scheduled a library lecture.

*VMO 2/10; rev 9/10*