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.

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