



## MARY AND JOHN GRAY LIBRARY MANUAL OF POLICIES AND PROCEDURES

- x Order of Priority:
  - o Library Events
  - o Librarian-led Instruction
  - o Other classes, on space available basis, may be cancelled if space needed for library
  - o Other LU Departments and Groups Non-instructional Meetings & Events
  - o Unavailable to Student Groups
- x Scheduling:
  - o Library Administration Office schedules
  - o Library Administration Office notifies Circulation/Reserves department of scheduled groups.
  - o All reservations must end 30 minutes prior to library closing.
  - o Requests must be submitted at least 24 hours in advance
  - o Appears in LibCal Library Calendar

### Library Classroom 702      (Auditorium-Style)      (Capacity 40)

- x Use: Classes, Non-instructional Meetings, Events
- x Equipment: Instructor workstation (touch screen), one projector and screen, hi-fi sound system
- x Order of Priority:
  - o Librarian-led Instruction only first 8 weeks of classes of Fall and Spring semesters
  - o Librarian-led Instruction (6 weeks of classes of Fall and Spring semesters)



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IV. POLICY ROLES AND RESPONSIBILITIES

