

# Baystate Medical Center

## Policies and Procedures: Division of Academic Affairs

### Individuals Reviewing Policy

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**Policy:** BH-AA-HSL-1.431

**Revision Date:** 08/01/09

### **SUBJECT: Library Classrooms: Reservations & Use**

- I. **Policy:** The Health Sciences Library classrooms are used to advance the educational mission of the institution.
- II. **Purpose:** To identify the reservation procedure and instructional uses of the Health Sciences Library Classrooms.

#### III. **Scope:**

Library classrooms include:

- The Computer Lab(CHG040A) which has 15 PCs, an instructor's station and LCD projector. This room is suitable for hands-on instruction only
- Two small classrooms which are appropriate for individual and small group instruction. Both rooms support wireless internet access; one room has a networked PC.

Rooms may be reserved by Baystate Health employees only.

**IV. Procedure:** The booking of the Health Sciences Library Computer Training Labs is coordinated through the Health Sciences Library via the library's email account. [library@baystatehealth.org](mailto:library@baystatehealth.org)

- Booking requests for use of the rooms are handled on a first come first serve basis.
- The requests must be submitted by email ([library@baystatehealth.org](mailto:library@baystatehealth.org))
- The following information is required:
  - Name of training group
  - Educational topic
  - Name of contact person, department AND phone extension
  - Date(s) needed AND time(s) needed
  - Cost center number
  - Number of attendees (large classroom requires more than 3 attendees)

The following restrictions apply:

- The rooms must be left in the same clean and organized condition in which they were found.
- Beverages MUST be in covered containers.
- Special A/V needs must be arranged in advance with Conference Services A/V specialist.
- Software installation must be arranged in advance with Information Services.
- Conversation level should not disturb others in the Health Sciences Library.
- Door must be closed at all times.

- All HIPAA and Internet Use policies apply at all times.
- Special permission is required for use that extends beyond Health Sciences Library open hours.
- Cancellations **MUST** be made 24 hours in advance of start time.

It is the responsibility of the user to ensure all conditions are met prior to use of the classroom space. The library is unable to accommodate last minute AV needs and software installations.

**Effective Date: 08/01/09**

**Revision Dates:**

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