

## University Libraries Classroom Policy (external)

June 2024

### Michener Library

#### Michener Library Classrooms

Michener Library rooms 303 and 335 (collectively, Michener Library classrooms) are NonS25 Specialized Open Labs and are intended primarily for LIB courses and instruction sessions taught by faculty in the Libraries.

Other University faculty and staff may request to use these rooms for instruction any time during the year. Please note that the room is for supplemental use only; it should not be reserved for the exclusive use of semester-long courses or events that occur on a regular basis.

Michener Library classrooms may be available for non-instruction uses including trainings, events, meetings, or presentations by persons/groups affiliated with the University of Northern Colorado.

All scheduled events in these rooms must be approved (including those scheduled in 25Live by non-Libraries campus entities), and reservations made by a non-Libraries campus entity are subject to cancellation. Reservations can be requested 60 days in advance. Michener Library classrooms are only available during regular library hours (<https://www.unco.edu/library/hours.aspx>). If food will be served at an event, this must be arranged through UNC Catering (<https://www.unco.edu/catering/>); University Libraries cannot assist with food ordering.

Keys to the classrooms are available from the main desk on the first floor of Michener Library for those with an existing reservation to access the room. Keys must be returned at the end of the reservation period.

All questions regarding scheduling Michener Library classrooms must be directed to the University Libraries Scheduler. Currently, the scheduler is Natasha Floersch ([natasha.floersch@unco.edu](mailto:natasha.floersch@unco.edu), 1-1529).

#### Michener Library Suey Hey & Stella Chin Multipurpose Room

The Chin Multipurpose Room is a NonS25 Specialized Open space with movable furniture that can accommodate a variety of event types. Libraries use is prioritized in this space. Due to the limited amount of staff available for room setup, no more than one non-Libraries event per day will be scheduled in the Chin Multipurpose Room.

Other University faculty and staff may request one-time use of the Chin Multipurpose Room for instruction sessions any time during the year. Please note that the room is for supplemental use only; it should not be reserved for the exclusive use of semester-long courses (including LIB courses) or events that occur on a regular basis.

The Chin Multipurpose Room may be available for non-instruction uses including trainings, events, meetings, or presentations by persons/groups affiliated with the University of Northern Colorado.

Community groups not co-sponsored by University Libraries that wish to reserve the Chin Multipurpose Room should contact Conference and Event Services (<https://www.unco.edu/events/>). Such requests will be reviewed on a case-by-case basis.

All scheduled events in the Chin Multipurpose Room must be approved (including those scheduled in 25Live by non-Libraries campus entities), and reservations made by a non-Libraries campus entity are subject to cancellation. Reservations can be requested 60 days in advance. The room is only available during regular library hours (<https://www.unco.edu/library/hours.aspx>). If food will be served at an event, this must be arranged through UNC Catering (<https://www.unco.edu/catering/>); University Libraries cannot assist with food ordering.

A swipe card for the Chin Multipurpose Room is available from the main desk on the first floor of Michener Library for those with an existing reservation to access the room. The swipe card must be returned at the end of the reservation period. Furniture can be left in place, but the room should be left in the same state of cleanliness in which it was found. The room must be accessed via the Government Publications area on the lower level of Michener Library; the hallway doors are for emergency use only.

All questions regarding scheduling the Chin Multipurpose Room must be directed to the University Libraries Scheduler. Currently, the scheduler is Natasha Floersch ([natasha.floersch@unco.edu](mailto:natasha.floersch@unco.edu), 1-1529).

### **Skinner Music Library**

Skinner Music Library classroom 103 is a NonS25 Open Lab and is intended primarily for Music courses and instruction sessions taught by faculty in the Libraries. Please note that this classroom is for supplemental use only; it should not be reserved for the exclusive use of semester-long courses.

Skinner Music Library classroom 139 is an S25 analog classroom/lecture space and is intended primarily for Music courses taught by School of Music faculty, and for Libraries use. All scheduled events in these rooms must be approved (including those scheduled in 25Live by non-Libraries campus entities), and reservations made by a non-Libraries campus entity are subject to cancellation.

## **University Libraries Scheduling Policies (internal)**

The University Libraries Scheduler (Natasha Floersch, [natasha.floersch@unco.edu](mailto:natasha.floersch@unco.edu), 1-1529) is responsible for scheduling the University Libraries classrooms. All questions regarding scheduling for library instruction, internal Libraries events, external events, and non-Libraries courses must be directed to the scheduler. The following document outlines scheduling policies for the University Libraries classrooms.

### **Michener Library Rooms 303 and 335, and Michener Library Suey Hey & Stella Chin Multipurpose Room** (NonS25 Specialized Open Labs)

1. All requests for use of a classroom in Michener Library on specific dates/times must come through an online request form. There are two forms, one for an instruction request and one for personal use such as training, events, or presentation practice.
  - a. Instruction Request Form: [https://unco.co1.qualtrics.com/jfe/form/SV\\_0e1FCMwFhi7pF2Z](https://unco.co1.qualtrics.com/jfe/form/SV_0e1FCMwFhi7pF2Z)
  - b. Personal Request Form: [https://unco.co1.qualtrics.com/jfe/form/SV\\_3EqM6AO4fEHCowl](https://unco.co1.qualtrics.com/jfe/form/SV_3EqM6AO4fEHCowl)
2. The Libraries scheduler schedules rooms on a first come, first served basis. Note that the library classroom calendars in Outlook and 25Live may not be up to date since the scheduler assigns rooms based on the queue generated by the completed online forms.
3. Requests for a classroom must be scheduled according to UNC's class scheduling blocks. Requests may not extend over two blocks unless the session is over 75 minutes. See Appendix A for the current class scheduling blocks.
4. Credit courses scheduled in the University Libraries classrooms will not be bumped to accommodate other sessions.

### **Skinner Music Library Rooms 103 and 139**

1. All requests for use of a room in Skinner Music Library on specific dates/times must come through an online request form. There are two forms, one for an instruction request and one for personal use such as training, events, or presentation practice.
  - a. Instruction Request Form: [https://unco.co1.qualtrics.com/jfe/form/SV\\_0e1FCMwFhi7pF2Z](https://unco.co1.qualtrics.com/jfe/form/SV_0e1FCMwFhi7pF2Z)
  - b. Personal Request Form: [https://unco.co1.qualtrics.com/jfe/form/SV\\_3EqM6AO4fEHCowl](https://unco.co1.qualtrics.com/jfe/form/SV_3EqM6AO4fEHCowl)
2. The Libraries scheduler schedules rooms on a first come, first served basis. The scheduler assigns rooms based on the queue generated by the completed online forms.
3. Requests for a classroom must be scheduled according to UNC's class scheduling blocks. Requests may not extend over two blocks unless the session is over 75 minutes. See Appendix A for the current class scheduling blocks.
4. Credit courses scheduled in the University Libraries classrooms will not be bumped to accommodate other sessions.

## Appendix A

### CLASS SCHEDULING BLOCKS

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00	8:00 – 8:50	8:00 – 9:15	8:00 – 8:50	8:00 – 9:15	8:00 – 8:50
9:00	9:05 – 9:55		9:05 – 9:55		9:05 – 9:55
10:00	10:10 – 11:00	9:30 – 10:45	10:10 – 11:00	9:30 – 10:45	10:10 – 11:00
11:00	11:15 – 12:05	11:00 – 12:15	11:15 – 12:05	11:00 – 12:15	11:15 – 12:05
12:00	12:20 – 1:10		12:20 – 1:10		12:20 – 1:10
1:00		12:30 – 1:45		12:30 – 1:45	
2:00	1:25 – 2:15		1:25 – 2:15		1:25 – 2:15
		2:00 – 3:15		2:00 – 3:15	
3:00	2:30 – 3:20		2:30 – 3:20		2:30 – 3:20
4:00	3:35 – 4:25		3:35 – 4:25		3:35 – 4:25

Taken from the UNC Scheduler User Guide - <http://www.unco.edu/registrar/pdf/scheduler-user-guide.pdf>