

Cannell Library Room Scheduling Policies and Procedures

Cannell Library provides study rooms for groups of three or more students to use on a first come, first serve basis. **Students may reserve other study rooms for group study up to 2 weeks in advance** within the guidelines stated below.

Large Group Study Room #204 and Study Room #212 (Self Sign Up):

- Students may reserve a group study room with the understanding that the rooms are not intended to be used as a regularly scheduled study area for specific groups of students.
- There is a **2-hour limit per group during weekdays. No group may reserve a room for more than 6 hours per week.**
- **The rooms can be reserved for up to 3 hours on weekends and after 5:00 p.m. on weekdays.**
- When signing up your group, please provide a name and contact information for a person in the group.
- In order to increase room availability, groups who remain in the study room beyond their scheduled time may be asked to leave.
- The library is not responsible for items left in reserved rooms.
- **Questions, comments, or special arrangements regarding room scheduling policies should be discussed with the Library Director in Room #216B or by calling 992-2472.**

Room Capacity

- The Large Group Study Room #204 can comfortably seat up to 12 students;
- Study Room #212 will accommodate approximately 15 students.

Media Equipment Available in Library Study Rooms

- **Overhead projector** (available in Rooms 204 and 212)
- **DVD and videotape player** (on a moveable cart – usually located in Room 204)
- The remote control for the DVD/VCR can be checked out at the Check Out Desk.
- **White boards** are available in all of the study rooms on the second floor (white board markers and erasers are available at the Check Out Desk on the first floor).

Library Instruction Lab #103

The Library Instruction Lab is reserved for faculty librarians teaching instruction sessions. This is a Smart Classroom that has 14 computer workstations. Faculty who wish to schedule the Library Instruction Lab for library instruction should contact a Reference Librarian.

Cannell Room #101

The Cannell Room is a Smart Classroom that is scheduled by the Events Services Department for both on and off campus groups. **An hourly fee is usually charged for students and off campus groups. Please contact Cheryl McClain in the Events Services Office, 992-2371 or cmccclain@clark.edu, for more information about reserving this room and the fees charged.**

- Teleconferences or videoconferences for groups are given first priority. **Reserved groups may be asked to move to another available meeting room on campus in order to accommodate videoconferences.**
- Library instruction classes are the next priority.
- Other types of seminars, meetings, and orientation sessions that occur on a non-regular basis and are consistent with Clark College policies and procedures may be scheduled here.

The maximum room capacity (per Fire Code) for the Cannell Room is 45 people; however, seating at tables will accommodate 19 people. Tables cannot be removed from the Cannell Room.

Refreshments may be served in the Cannell Room only. The group leader or supervisor is responsible for refreshment setup and cleanup.

Supplemental Services for Use in Our Study Rooms

- Students may schedule the use of audiovisual and media equipment through their class instructor, at least 48 hours in advance.
- Teleconferences, web casts and ITV broadcast scheduling is handled through the Computing Services / Media Department.
- With at least 48 hours advance notice, conference calls may be arranged by contacting Scarlett Knight, Telecommunications Specialist in Computing Services. Scarlett will arrange for a conference phone to be connected in the Cannell Room and can provide directions for making local and long distance calls.
- **Please contact Computing Services at 992-2425 for more information about any of the above-referenced services.**

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