

Room Scheduling Policies and Procedures Clark College Cannell Library

INTRODUCTORY STATEMENT

As the campus has grown, so has the need for conference rooms, as well as quiet study space for the students. To meet that demand, the following policies and procedures have been developed for room scheduling of the Cannell Room #101, the Large Group Study Room #204, and the Small Group Study Room #218. When formulating these policies and procedures, the general guidelines of the *Clark College Board Policies 500.B00 Rental of College Facilities*, were used, in addition to the needs of the students. As part of the Clark College Mission Statement, the Cannell Library supports student success by offering quiet study rooms for groups of three or more students to use on a first come, first serve basis. Other Cannell rooms, outlined below, may be scheduled by students for group study, within the guidelines stated.

Please see the following general guidelines for scheduling and individual room policies for specific information.

SCHEDULING INFORMATION

When scheduling the **Cannell Room #101**, **Large Group Study Room #204**, or **Small Group Study Room #218**:

- Contact the library Administrative Assistant in person (Room #109), by phone at 992-2329, or via e-mail (jdean@clark.edu), or contact other designated library personnel in the Circulation Department or at the Reference Desk for additional assistance.
- Schedule, if possible, at least one week in advance.
- Last minute scheduling will be done on a first come, first serve basis.
- Please provide a name and phone number for a contact person in the group.

Faculty who wish to schedule the Library Instruction Lab for bibliographic instruction should contact a reference librarian.

Due to heavy student usage of the library facility during the peak hours of 10:00 a.m. - 2:00 p.m., Monday – Friday, rooms will be scheduled for up to a maximum of two hours. At other non-peak times, the rooms may be booked for longer blocks of time, with a maximum booking time of three hours for one group.

- Students may schedule the use of audiovisual and media equipment through their class instructor, at least 48 hours in advance, by contacting Computing Services at 992-2425.
- For technical support for Distance Education/E-learning, call Scott Coffie at 992-2405.
- Teleconferences, web casts and ITV broadcast scheduling is handled through Computing Services by contacting 992-2425.
- With at least 48 hours advance notice, conference calls may be arranged by contacting Scarlett Hash at 992-2800. Scarlett will arrange for a conference phone to be connected in the Cannell Room.

Portland and Vancouver phone books are located at the Reference Desk. Local calls may be placed by dialing 92 then the number. Portland calls must have the area code dialed as part of the number. SCAN calls require personal SCAN access codes. The library does NOT provide SCAN access codes. For personal calling card charges use 92 and follow instructions on your card.

All library policies will be in effect, particularly those pertaining to food and drink, noise, and unattended children. The Cannell Room is the only meeting room where food or drink is allowed.

The library is not responsible for items left in reserved rooms.

Questions, comments, complaints or special arrangements regarding room scheduling policies should be discussed with the Library Director in Room #106 or by calling 992-2472.

CANNELL ROOM #101

The intended purpose of the Cannell Room is to provide a space for specially occurring events. The Cannell Room is scheduled for both on and off campus groups.

- Teleconferences or videoconferences for groups are given first priority.
- Bibliographic Instruction Classes are the next priority.
- Seminars, meetings, and orientation sessions that occur on a non-regular basis and are consistent with College policies and procedures.

A facility use fee may be charged to off-campus groups based on the *Clark College Administrative Procedures 501.005 Facility Charges* (Revised September 2002). **Please contact Cheryl McClain in the Events Services Office, 992-2371, for more information about fees charged for outside groups.**

The maximum room capacity (per Fire Code) for the Cannell Room is 45 people, however, seating at tables will accommodate 24 people. Due to the large number of groups using this room and lack of space for storage, tables can not be removed from the Cannell Room. Groups requiring furniture rearrangement should submit a Work Order Request Form to Plant Services at least two weeks in advance of the event or provide their own personnel for moving tables and chairs. Plant services or group leaders must return furniture to classroom (all seats facing forward) position when the scheduled event has concluded.

Refreshments may be served in the Cannell Room. Food service may be arranged through the Culinary Arts department on-campus or through an off-site caterer. To preserve the library building and its furnishings, however, neither food nor drink is permitted in any other public area of the Cannell Library. The group leader or supervisor is responsible for refreshment setup and cleanup, which includes notifying caterers of library hours.

The library staff encourages campus organizations and clubs wishing to reserve space for meetings to contact the Office of Student Life to schedule one of the study rooms in the Penguin Student Union, 992-2441. Special requests for monthly meetings on a regular basis will be referred to the Library Director.

LARGE GROUP STUDY ROOM #204

Room 204 may be reserved for groups of at least three to 10 students. With the Director's approval, large study groups may set up regular sessions. Special arrangements for groups of fewer than three students must be approved by the Library Director.

Room 204 may be booked with the library Administrative Assistant (or designated library personnel at the Circulation Desk) anywhere from one week to 24 hours in advance. If not booked in advance, Room 204 will be available for use on a first come, first serve basis with priority given to groups of three or more.

Students may reserve Room 204 by phone, e-mail or in person, with the understanding that the room is not intended to be used as a regularly scheduled study area for specific groups of students.

Faculty may reserve Room 204 by phone, e-mail or in person, with the understanding that the room is neither a substitute classroom nor a teacher-student conference space. During class visits to the library, faculty may check out a key (at Circulation) to Room 204 or the Cannell Room to protect their student's possessions as they research in the library.

The library staff is not responsible for items left in the room. Personal items left in Room 204 to "hold" the room will be taken to the library lost and found, located at the Circulation Desk, or to Security, located in the Gaiser Hall breezeway.

SMALL GROUP STUDY ROOM #218

The Small Group Study Room holds a maximum of eight (8) people. Students are encouraged to make room reservations at least one week in advance. If not booked in advance, Room 218 will be available for use on a first come, first serve basis with priority given to groups of three or more. Special arrangements for groups of fewer than three students must be approved by the Library Director.

Students may reserve Room 218 by phone, e-mail or in person, with the understanding that the room is not intended to be used as a regularly scheduled study area for specific groups of students.

After review by library personnel, room scheduling policies may be changed at the discretion of the Library Director.

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