

# **JIM DAN HILL LIBRARY**

## **LIBRARY INSTRUCTION LAB & STUDY ROOMS**

**The Library Instruction Lab is designed for library/library science instruction classes conducted by the Library faculty.**

**Courses requiring the use of library materials as an integral part of the classroom instruction (more than 50% of the time) may be scheduled in the Lab and will be reviewed on a course-by-course basis. Requests should be forwarded to Julie Bracket, Library Administrative Assistant at x-8347.**

**The Hill Library study rooms are intended for use by students preparing class work. Such use will be the first priority. Rooms may be reserved by students. Please see reservation policy/procedures.**

**When not reserved, study rooms may be used for other purposes on a one-time basis. Rooms may not be reserved for regularly scheduled meetings of staff or student departments or organizations. Requests should be forwarded to Lori Hughes, Public Services Supervisor.**

**Questions or comments on the policy should be directed to Deb Nordgren, Library Director.**

### **STUDY ROOM POLICY & PROCEDURES**

**Thirteen Group Study Rooms are available for patron use. Keys are checked out from the Public Services Desk on the main floor of the JDH Library and require a valid campus identification card. UW-Superior students and faculty/staff may reserve a room in advance by using the online URL: <http://www.netsimplicity.net/uwsuper/default.aspx?db=uwsuper>**

**or calling Lori Hughes at 394-8130.**

#### **POLICY**

- The Group Study Rooms are for use by UW-Superior students for studying. Exceptions to the intended uses of the rooms will be considered on a case-by-case basis.**

- **A valid UW-Superior ID card is required to check out a study room.**
- **Each group study room is checked out for 2 hours. *If there is no request or reservation for the room after 2 hours, the patron may renew the room reservation at the Public Services Desk.***
- **A group study room may be booked up to 5 days in advance. A patron may have only one booking at a time.**
- **Rooms are not to be used for regularly scheduled classes or regularly scheduled meetings.**
- **Do not remove keys from the Library.**
- **Do not cover/block windows or doors.**
- **When a key is lost or not returned, the individual who reserved the room is responsible for the lost key charge (\$50) and if required, a lock replacement (\$50).**
- **Rooms must be vacated 15 minutes prior to the library closing.**
- **As the patron checking out a group study room key, you accept full responsibility for any damage incurred while the room is in your custody. Replacement fees will be assessed for any damaged equipment.**
- **Notify the Public Services Desk if there are any equipment problems.**
- **Do not leave belongings unattended. The library is not responsible for lost or stolen personal belongings.**
- **The following activities are not allowed in the group study rooms: painting, partying, using tobacco, holding office hours, teaching classes, conducting recruitment sessions, or activities disruptive to others.**
- **Behaviors that will result in expulsion from a group study room include, but are not limited to: disruptive behavior, threatening behavior, vandalism.**

## **PROCEDURES**

- **Study Room keys must be picked up at the Public Services Desk within 15 minutes after the reserved time. After that time, the reservation is void and the room may be checked out by a different person.**
- **Your UW-S ID card is required to check out the key.**
- **The key must be returned to the Public Services Desk immediately at the end of the check out period.**

- **Study room doors are permanently locked. Close door and take the key whenever leaving the room.**
- **Be considerate of others, the room is not soundproof.**
- **All equipment and lights should be turned off when you leave.**
- **Shut door when done using the room.**

## **STUDY ROOM DESCRIPTIONS**

**All rooms are equipped with:**

- **DVD/video/monitor**
- **Network access**
- **Tables and seating**
- **White boards**
- **Laptops are available for checkout at the Public Services Desk**  
*Please notify the Public Services Desk if there is a problem with equipment.*

### **1-4 Group Study**

**JDH 214**

**JDH 216**

**JDH 220**

**JDH 232**

**JDH 234**

### **4-6 Group Study**

**JDH 213**

**JDH 215**

**JDH 221**

**JDH 223**

**Medium Group Study (Rooms are for use by groups of more than 6 people, not by single users.)**

**JDH 117 (Seats 16)**

**JDH 211 (Seats 11)**

**JDH 224 (Seats 10)**

**Large Group Study (This room is for use by groups of more than 6 people, not by single users.)**

**JDH 233 (Seats 24)**

**Library Instruction Lab (This lab is reserved by contacting Julie Bracket at 394-8347.)**

**JDH 231 (Seats: 30)**

**Equipment:**

- **Teaching station**
- **Projection equipment**
- **Whiteboard**
- **Smart Board**
- **Laptops (24)**
- **Printer Station**

**The Library Instruction Lab is designed for library/library science instruction classes conducted by the Library faculty. The laptop cart in the Lab contains 24 computers for instruction.**

**Courses requiring the use of library materials as an integral part of the classroom instruction (more than 50% of the time) may be scheduled in the Lab and will be reviewed on a course-by-course basis.**

**To schedule instruction or inquire about use of this lab, please contact Julie Bracket ([jbracket@uwsuper.edu](mailto:jbracket@uwsuper.edu)/394-8347).**

### **Library Conference Room**

**Faculty/Departments can reserve the Library Conference Room by contacting Julie Bracket, x-8347). This room seats up 14 people. It is equipped with a white board, electronic screen and a projector can be checked out from Public Services.**

**Questions or comments on the policy should be directed to Deb Nordgren, Library Director.**