BIBLIOGRAPHIC INSTRUCTION CLASSROOM (B.I.Lab) RESERVATION

Instructor	Class Name	Date Needed	Time Needed
Department	Number of students in class	Any extra software\downloads needed?	Need to use projector?
Phone	Any students with special needs? (e.g.: large print, hearing impaired, handicapped, etc.)	Need to use VCR or DVD player?	Demonstration requires sound?
E-mail address	Type of instruction (Library usage or class- related)	Need to use printer?	Need to use laser pointer?

THE FOLLOWING GUIDELINES APPLY TO USE THE LAB FOR CLASS	LAB INFORMATION
- Reservations must be made ahead of time (at least one week before the event). - Projector is connected to host computer, so laptops are not encouraged for use with this - projector (because of pre-configured settings and cable disconnections). - Instructor will be responsible for security of lab equipment during class period. - In case of cancelled class, instructor agrees to notify lab manager or library office. - All software installations, downloads, etc. are the responsibility of the lab manager or - Campus Technology (to be requested before-hand for completion before class time). - Users should not swap keyboard, mouse, or change system settings on lab machines. - Class must abide by Lab Policies and Procedures and adhere to time scheduled. - A temporary logon code is available, although users need to acquire their own personal - username and password from Campus Technology in Wilcox B building. *Instructor must accompany class.*	• Lab is handicap accessible • 21 Apple MAC workstations • Loaded with o Adobe Acrobat Reader o Internet Explorer o Microsoft Office Suite (Word, Excel, PowerPoint, Publisher, FrontPage, etc.) o Procomm Plus o TigerNet o SAS • High-speed Internet access • Wireless network connection • Video Cassette Player • Ceiling-mounted projector • Laser pointer available