BIBLIOGRAPHIC INSTRUCTION CLASSROOM (B.I. Lab) RESERVATION

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Class Name</th>
<th>Date Needed</th>
<th>Time Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Number of students in class</td>
<td>Any extra software/downloads needed?</td>
<td>Need to use projector?</td>
</tr>
<tr>
<td>Phone</td>
<td>Any students with special needs? (e.g: large print, hearing impaired, handicapped, etc.)</td>
<td>Need to use VCR or DVD player?</td>
<td>Demonstration requires sound?</td>
</tr>
<tr>
<td>E-mail Address</td>
<td>Type of instruction (Library usage or class-related)</td>
<td>Need to use printer?</td>
<td>Need to use laser pointer?</td>
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</tbody>
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THE FOLLOWING GUIDELINES APPLY TO USE THE LAB FOR CLASS:

- 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 INFORMATION:

- Lab is handicap accessible
- 20 workstations (*IBM ALL-IN-ONES*)
- Using Pentium III processors
- Loaded with
  - *Adobe Acrobat Reader*
  - *Internet Explorer*
  - *Microsoft Office Suite (Word, Excel, PowerPoint, Publisher, FrontPage, etc.)*
  - *Procomm Plus*
  - *TigerNet*
  - *SAS*
- High-speed Internet access
- Wireless network connection
- Video Cassette Player
- Ceiling-mounted projector
- Laser pointer available