LIBRARY COMPUTER LAB
RESERVATION

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

- This lab can only be reserved if the B.I. Lab is not large enough for class or not available.
- Instructor will be responsible for security of laptop and lab equipment during class period.
- Laptop must be turned back in to lab manager at end of class period to be secured.
- 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 (done before class time).
- All students in class must secure their own username/password before class time.
- Users must not swap keyboard, mouse, or change system settings on lab machines.
- Class must abide by Lab Policies and Procedures.
- Class must adhere to time scheduled.
- Instructor must accompany class.

**LAB INFORMATION:**

- Lab is handicap accessible
- 42 workstations (IBM & Gateway PCs)
- Using Pentium IV processors
- Loaded with
  - Adobe Acrobat Reader
  - Internet Explorer
  - Microsoft Office Suite (Word, Excel, PowerPoint, Publisher, Outlook, etc.)
  - TigerNet
  - SAS
- High-speed Internet access
- Wireless network connection
- Video Cassette Player/DVD available
- Ceiling-mounted projector w/sound
- Laser pointer available
- Dry erase board/chalk board available