

LIBRARY COMPUTER LAB RESERVATION



Instructor	Class	Date Needed	Time Needed (Range)
Department	Number of Students in Class	Need to use our Laptop?	Need to use projector and laser pointer?
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)	Any extra software/downloads needed?	Need to use printer

THE FOLLOWING GUIDELINES APPLY TO USE THE LAB FOR CLASS:	LAB INFORMATION:
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Lab is handicap accessible • 42 workstations (IBM & Gateway PCs) • Using Pentium IV processors • Loaded with <ul style="list-style-type: none"> ○ 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