

**PALEY LIBRARY
TEMPLE UNIVERSITY
Guidelines For Use Of User Education Room (Paley 130)**

The Libraries' Instruction Room was refurbished and equipped with funds provided by the Emily Norwick Charitable Gift Annuity for the purpose of library instruction to which this room is now dedicated. The primary purpose of Room 130 is to provide a space for Temple librarians to instruct students, faculty, and staff in the retrieval, evaluation, and use of information available via the University Libraries. Use of the room for instruction takes precedence over other supported uses.

DESCRIPTION: The User Education Room (Paley 130) features 24 notebook computers housed in a security/power cart, a projection unit and screen, a teacher's workstation, a wireless access point (WAP) for internet connectivity, two Ethernet connections, and a maximum seating capacity of 30-40. Technical support for the room is provided by the Library Systems and Technology Department. Problems with equipment should be reported to the LS&T Help Desk as soon as possible.

SCHEDULING PRIORITIES: Sessions in Room 130 are scheduled according to the following priorities.

1. Library workshops and instruction, conducted by library staff, involving hands on training or interactive demonstrations.
2. Meetings of the library staff *requiring* hands on training or interactive demonstrations.
3. Librarian-sponsored events including professional meetings, library committee meetings, and exceptional uses approved by the Reference & Instructional Services Department or by ranking library administrators. Use of the room on these occasions should involve librarians working in an integral way with the program presented.

SCHEDULING PROCEDURES:

- Faculty wishing to request a library workshop for a Temple University class should complete the online request form and/or contact the librarian for their department. All scheduling is handled on a first-come, first-served basis, according to the priorities outlined above. At least two weeks' notice is required. The librarian teaching the workshop will schedule the room themselves using the online calendar or by contacting the RIS BA if calendar access is not available.
- Library staff wishing to schedule a meeting in the User Education room should contact the RIS department at 215-204-8213. All scheduling is handled on a first-come, first-served basis, according to the priorities outlined above. At least two weeks' notice is advised.

PROHIBITED USE:

- Room 130 is not available as a campus classroom, or as a location for business meetings.
- The room is not available for use during times that the Library is closed.
- As with regular Library policy, smoking, food, and beverages are not permitted in the User Education room. The room should be left in orderly condition when the sessions are over and all equipment returned to its proper place.

Scheduling of the rooms will remain flexible and cooperative. Library staff may refer to this document to clarify priority uses and resolve scheduling conflicts.

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