

Atlantic Cape Community College
William Spangler Library
Library Instructional Resource Room Use Policy
Effective February 3rd 2010

The Library Instructional Resource Room (D-202) is a unique learning facility designed specifically to support the mission of the William Spangler Library and the Learning Assistance Center. As such its primary use is for:

- A. Information literacy and research skills instruction and general orientation sessions taught by librarians at the request of individual faculty.
- B. Learning Assistance Center tutor orientation and training sessions, basic skills workshops and other LAC related activities.

When such instruction or activities are not taking place the computers are reserved for the use of students during library designated “peak” times of operation.

Additionally, requests for faculty-led instructional sessions will be honored on a limited basis. Faculty who wish to use the room for supplemental instruction to the regular classroom may request use of the lab at least two weeks before that day and time. Given the large volume of requests and the priority of use, we ask that the utilization for this purpose be limited to **twice** a semester. Faculty are encouraged to seek the reservation of the labs in B or K (contact Dolores Gianini ext.4943) buildings before submitting a request for the LIRR.