



## Library/Learning Resource Center Policy and Procedure

Updated 01/2025

### Reserving LRC Classroom (209) and Conference Room (210) in Lodgepole

Faculty and staff may reserve any space as noted below. Please observe the following policy and procedures for booking each space. Note: A facilities request does not need to be submitted.

#### Priority Reservations & Room Availability in Lodgepole

	209: Computer Lab Classroom	210: Conference Room*
Space	<ul style="list-style-type: none"><li>• 40 desktop computers &amp; seats</li><li>• 1 instructor computer</li></ul>	<ul style="list-style-type: none"><li>• 1 instructor computer</li><li>• Projector + screen</li><li>• 12 seating capacity</li></ul>
Priority	Librarians and faculty for Library Instruction Sessions.	N/A
Policy	The room is reserved for faculty needing library instruction sessions (please see reservation instructions below).	N/A
Reservation Instructions	Complete an <a href="#">online instruction form</a> at least <b>two weeks</b> prior to the requested instruction date.	Contact the Library Administration Office at 559-730-3824 or <a href="mailto:luzd@cos.edu">luzd@cos.edu</a> for current availability.

**\*Semester long reservations are not allowed, limited to 3 consecutive sessions.**

*If faculty, staff, or students would like to utilize the classroom beyond their scheduled time in any of the LRC classrooms/conference room, an appointment will be required. All who utilize the library classroom spaces are encouraged to wipe their space upon entering and exiting. Wipes are provided in each space.*