

University Libraries Classroom Policy (external)

September 2022

Michener Library

Michener Library rooms 303 and 335 and the Michener Library Multipurpose Room (collectively, Michener Library classrooms) are NonS25 Specialized Open Labs and are intended primarily for LIB courses and instruction sessions taught by faculty in the Libraries.

Other University faculty and staff may request to use these rooms for instruction any time during the year. Please note that Michener Library classrooms are for supplemental use only; they should not be reserved for the exclusive use of semester-long courses.

Michener Library classrooms may be available for non-instruction uses including trainings, events, meetings, or presentations by persons/groups affiliated with the University of Northern Colorado. All scheduled events in these rooms must be approved (including those scheduled in 25Live by non-library campus entities), and reservations made by a non-library campus entity are subject to cancellation.

All questions regarding scheduling Michener Library classrooms must be directed to the University Libraries Scheduler (see Appendix A for current library scheduler contact information).

Skinner Music Library

Skinner Music Library classroom 103 is a NonS25 Open Lab and is intended primarily for Music courses and instruction sessions taught by faculty in the Libraries. University faculty and staff wishing to reserve room 103 should contact the University Libraries Scheduler (see Appendix A for current library scheduler contact information). Please note that this library classroom is for supplemental use only; it should not be reserved for the exclusive use of semester-long courses.

Skinner Music Library classroom 139 is an S25 analog classroom/lecture space and is intended primarily for Music courses taught by School of Music faculty and for library use. All scheduled events in these rooms must be approved (including those scheduled in 25Live by non-library campus entities), and reservations made by a non-library campus entity are subject to cancellation.

University Libraries Scheduling Policies (internal)

The University Libraries Scheduler is responsible for scheduling the University Libraries classrooms (see Appendix A for current library scheduler contact information). All questions regarding scheduling for library instruction, internal library events, external events, and non-library courses must be directed to the library scheduler. The following document outlines scheduling policies for the University Libraries classrooms.

Michener Library Rooms 303 and 335, and Michener Library Multipurpose Room (NonS25 Specialized Open Labs)

1. All requests for use of a classroom in Michener Library on specific dates/times must come through an online request form. There are two forms, one for an instruction request and one for personal use such as training, events, or presentation practice.
 - a. Instruction Request Form: https://unco.co1.qualtrics.com/jfe/form/SV_0e1FCMwFhi7pF2Z
 - b. Personal Request Form: https://unco.co1.qualtrics.com/jfe/form/SV_3EqM6AO4fEHCowl
2. The Libraries scheduler schedules rooms on a first come, first served basis. Note that the library classroom calendars in Outlook and 25Live may not be up to date since the scheduler assigns rooms based on the queue generated by the completed online forms.
3. Requests for a classroom must be scheduled according to UNC's class scheduling blocks. Requests may not extend over two blocks unless the session is over 75 minutes. See Appendix B for the current class scheduling blocks.
4. Credit courses scheduled in the University Libraries classrooms will not be bumped to accommodate other sessions.

Skinner Music Library Rooms 103 and 139

1. All requests for use of a room in Skinner Music Library on specific dates/times must come through an online request form. There are two forms, one for an instruction request and one for personal use such as training, events, or presentation practice.
 - a. Instruction Request Form: https://unco.co1.qualtrics.com/jfe/form/SV_0e1FCMwFhi7pF2Z
 - b. Personal Request Form: https://unco.co1.qualtrics.com/jfe/form/SV_3EqM6AO4fEHCowl
2. The Libraries scheduler schedules rooms on a first come, first served basis. The scheduler assigns rooms based on the queue generated by the completed online forms.
3. Requests for a classroom must be scheduled according to UNC's class scheduling blocks. Requests may not extend over two blocks unless the session is over 75 minutes. See Appendix B for the current class scheduling blocks.
4. Credit courses scheduled in the University Libraries classrooms will not be bumped to accommodate other sessions.

Appendix A

Scheduler information as of June 2017

Library Scheduler: Natasha Floersch **Phone:** 970-351-1529

Email: Natasha.floersch@unco.edu

Appendix B

CLASS SCHEDULING BLOCKS

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00	8:00 – 8:50	8:00 – 9:15	8:00 – 8:50	8:00 – 9:15	8:00 – 8:50
9:00	9:05 – 9:55	9:30 – 10:45	9:05 – 9:55	9:30 – 10:45	9:05 – 9:55
10:00	10:10 – 11:00	11:00 – 12:15	10:10 – 11:00	11:00 – 12:15	10:10 – 11:00
11:00	11:15 – 12:05	12:20 – 1:10	11:15 – 12:05	12:30 – 1:45	11:15 – 12:05
12:00	12:20 – 1:10	2:00 – 3:15	12:20 – 1:10	2:00 – 3:15	12:20 – 1:10
1:00	1:25 – 2:15	3:35 – 4:25	1:25 – 2:15	3:35 – 4:25	1:25 – 2:15
2:00	2:30 – 3:20		2:30 – 3:20		2:30 – 3:20
3:00	3:35 – 4:25		3:35 – 4:25		3:35 – 4:25
4:00					

Taken from the UNC Scheduler User Guide - <http://www.unco.edu/registrar/pdf/scheduler-user-guide.pdf>