



LIBRARY

POLICY ON THE USE OF LIBRARY SPACES LB-205, LB-207, LB-322, LB-361, LB-362, VL-122, VL-126 and VL-203

Effective Date: November 21, 2022 **Approval Authority:** Office of the University Librarian
Supersedes / Amends : 1 September , 2018 **Policy Number:** G-19

1. PREAMBLE

Concordia University Library provides members of the Concordia community with a variety of rooms which may be reserved for various academic activities.

2. OBJECTIVES

This document outlines the conditions and procedures to follow regarding the usage of spaces located on LB2 and LB3 in the Webster Library, VL1 and VL2 in the Vanier Library, as well as the use of the facilities and equipment made available in these rooms. Specifically, this policy refers to the following rooms: LB-205, LB-207, LB-322, LB-361, LB-362, VL-122, VL-126, VL-203.

3. SCOPE

This policy applies to members of the Library staff and the Concordia University community who wish to use a library room for an academic activity. It does not apply to group study rooms which are primarily used by students for group work, and which are reserved via the self-serve booking system.

4. LIBRARY SPACES AVAILABLE FOR BOOKING via THIS POLICY

Library Classroom, LB-205:

This classroom is designed as an active learning space. Electrified tables are arranged into 5 pod style set-ups with permanently wired laptops. Each pod has a dedicated media cart containing a monitor which allows students to cast their work from their laptops in order to share with their pod or the class. There is an instructor station at the front of the room, a

LIBRARY

POLICY ON THE USE OF LIBRARY SPACES
LB-205, LB-207, LB-322, LB-361, LB-362, VL-122, VL-126 and VL-203

Page 2 of 9

web camera located at the back of the room, and a projector mounted to the ceiling. For a complete list of technology available in the room, see below.

- 20 permanently wired laptops
- 15 electrified tables
- Projector
- Projection screen
- Web camera
- Wireless microphone
- Speakers
- Instructor station with a computer and input for a laptop
- 5 media carts
- Whiteboards

Room Capacity: LB-205 has 30 student seats and 1 instructor seat. In total, the room can accommodate 31 people, including an instructor. This is the maximum capacity for the room.

Library Classroom, LB-207:

This classroom is designed as an active learning space. Electrified tables are arranged into 5 pod style set-ups with permanently wired laptops. There is an instructor station at the front of the room, a web camera located at the back of the room, and a projector mounted to the ceiling. For a complete list of technology available in the room, see below.

- 20 permanently wired laptops
- 12 electrified tables
- Projector
- Projection screen
- Web camera
- Wireless microphone
- Speakers
- Instructor station with a computer and input for a laptop
- Whiteboards

POLICY ON THE USE OF LIBRARY SPACES
LB-205, LB-207, LB-322, LB-361, LB-362, VL-122, VL-126 and VL-203

Page 3 of 9

Room Capacity: LB-207 has 24 student seats and 1 instructor seat. In total, the room can accommodate 25 people, including an instructor. This is the maximum capacity for the room.

Multifunctional Room, LB-322

The Multifunctional Room (LB-322) is set-up in a lecture style configuration with permanently wired laptops at electrified tables. There is an instructor station at the front of the room, a web camera located at the back of the room, and a projector mounted to the ceiling. Collaborative learning technology to facilitate active learning sessions can be made available upon request. Requests for an alternative furniture setup must be made at the time of the booking. For a complete list of technology available in the room, see below.

- 50 permanently wired laptops
- 28 electrified tables
- Projector
- 2 Projection screens
- Web camera
- Wireless microphone
- Speakers
- Instructor station with a computer and input for a laptop
- Whiteboards

Room Capacity: LB-322 has 59 student seats and 1 instructor seat. In total, the room can accommodate 60 people, including an instructor. This is the maximum capacity for the room.

Seminar Room, LB-362:

The Seminar Room seats 22 participants around a large rectangular table and has additional seating against the walls for spectators. The room is equipped with a web camera and a large flat panel display which can be used for viewing presentations or external audience members joining via teleconference (such as Teams or Zoom). Audio-video technology is

POLICY ON THE USE OF LIBRARY SPACES
LB-205, LB-207, LB-322, LB-361, LB-362, VL-122, VL-126 and VL-203

Page 4 of 9

integrated into the room for high quality projection onto a projection screen. For a complete list of technology available in the room, see below.

- Projector
- Projection screen
- Web camera
- Flat panel display
- Speakers
- Computer station with input for a laptop
- Mobile whiteboard

Room Capacity: LB-362 can accommodate 22 people seated around the conference table, with an additional 24 seats against the wall. In total, the room can accommodate 46 people. This is the maximum capacity for the room.

Friends of the Library Room, LB-361:

This room has a variety of lounge seating amenable to small group conversations. A projector and projection screen are available upon request. There is also a non-movable counter that may be used as a podium or to serve refreshments.

Room Capacity: LB-361 seats 24 people and has a maximum capacity of 60 people while seating remains in the room. i.e. a mix of seated and standing people.

Library Classroom, VL-122:

This classroom is set-up in a lecture style configuration with desktop computers at electrified tables. There is an instructor station at the front of the room and a projector mounted to the ceiling. This room is only available in the lecture style configuration. For a complete list of technology available in the room, see below.

- Projector
- Projection screen
- Instructor station with a computer and input for a laptop

POLICY ON THE USE OF LIBRARY SPACES
LB-205, LB-207, LB-322, LB-361, LB-362, VL-122, VL-126 and VL-203

Page 5 of 9

- 25 desktop computers

Room Capacity: VL-122 has 25 student seats and 1 instructor seat. In total, the room can accommodate 26 people, including an instructor. This is the maximum capacity for the room.

Study Hall, VL-126:

This room is set-up in a lecture style configuration with electrified tables. There is an instructor podium with input for a laptop at the front of the room and a projector mounted to the ceiling. There are no computers or laptops in the room. This room is only available in the lecture style configuration. For a complete list of technology available in the room, see below.

- Projector
- Projection screen
- Instructor podium with input for a laptop

Room Capacity: VL-126 has 56 student seats. In total, the room can accommodate 60 people. This is the maximum capacity for the room.

Meeting Room, VL-203:

Electrified tables are arranged into 5 pod style set-ups with an instructor station at the center table. The room is equipped with a web camera and projection screen allowing external audience members to join via teleconference (such as Teams or Zoom). Audio-video technology is integrated into the room for high quality projection onto a projection screen. For a complete list of technology available in the room, see below.

- Projection screen
- Web camera
- Microphone
- Speakers

POLICY ON THE USE OF LIBRARY SPACES
LB-205, LB-207, LB-322, LB-361, LB-362, VL-122, VL-126 and VL-203

Page 6 of 9

- Instructor station with a computer and input for a laptop

Room Capacity: VL-203 has 23 student seats and can accommodate 25 people including the instructor. This is the maximum capacity for the room.

5. PRIORITY OF USE

The Library Classrooms (LB-205, LB-207, VL-122), Multifunctional Room (LB-322), Seminar Room (LB-362), Friends of the Library Room (LB-361), Study Hall (VL-126) and Meeting Room (VL-203) may be reserved for use by Library staff and by Concordia faculty, staff and graduate students (with an appropriate faculty or staff sponsor) for academic events that are considered appropriate in the context of a University Library by the Library Administration.

Priority for reserving these rooms will be in the following order:

1. Concordia departments, for a student's thesis defense (Seminar Room, Friends of The Library Room)
2. Librarians and Library professionals, for course-related workshops
3. Librarians and Library professionals, for workshops and event as part of the general Library instructional program, or in collaboration with other units within the University, such as the School of Graduate Studies, Student Success Centre, a specific faculty or department
4. All Library staff, for academic events and/or staff training
5. Members of the Concordia community for academic events

POLICY ON THE USE OF LIBRARY SPACES
LB-205, LB-207, LB-322, LB-361, LB-362, VL-122, VL-126 and VL-203

Page 7 of 9

6. All Library staff, for internal meetings

**Note that for the months of September, October, January and February, reservation of the Library classrooms LB-205, LB-207, VL-122, the Multifunctional Room LB-322 and the Study Hall VL-126 will be mainly limited to Library staff in order to ensure their availability for the Library's instructional programs during these high use periods.

**Note that the Friends of the Library Room is not available for booking during the fall and winter exam period.

6. RESERVATION PROCEDURE

To reserve a room, please send a request using the online booking form <https://library.concordia.ca/locations/booking/index.php>. Requests will be processed by the Office of the University Librarian and you will receive confirmation within 2 business days. The booking times must include set-up and wrap-up activities, as the room may be booked immediately prior to or after your booking.

**Should the event take place outside of regular office hours, special arrangements for obtaining and returning the key must be confirmed prior to the event.

For additional information, please contact the library's room booking service at library.roombookings@concordia.ca

7. USE OF EQUIPMENT

Equipment required for the event must be indicated on the room booking request form at the time of the request. Users booking a room which they have not previously used, will be required to provide a date at which they can come to the library to attend an AV tour of the booked room. In addition, a systems technician will be scheduled to be present in the room at the start of each event.

POLICY ON THE USE OF LIBRARY SPACES
LB-205, LB-207, LB-322, LB-361, LB-362, VL-122, VL-126 and VL-203

Page 8 of 9

Technical support is offered Monday to Friday, from 9:00 a.m. to 5:00 p.m. For technical support outside these hours, a special request must be made at the time of the booking.

8. CLEANLINESS AND INTEGRITY OF SPACE

The person reserving the space is responsible for ensuring that it is left in a tidy and clean condition. Failure to do so will result in fees being billed to the user for any cleaning or repairs to the furniture, walls, equipment or other facilities. The user must make sure all participants comply with best practices when using a room (use of coat hooks, no food or beverages, cleanliness of the premises, etc.).

9. FOOD AND BEVERAGES

Food and beverage are only permitted in the Friends of the Library Room, with special permission which must be obtained at the time of the request for reservation. Catering is not permitted unless given special permission by the Office of the University Librarian.

10. NON-COMPLIANCE WITH THE POLICY

Users who do not comply with this policy may be refused future access to a room and may be billed fees to cover the cost of any cleaning or repairs to the furniture, walls, equipment or other facilities in the space.

QUESTIONS, COMMENTS OR COMPLAINTS

Questions, comments or complaints about this policy or its application should be addressed to the Office of the University Librarian:



LIBRARY

**POLICY ON THE USE OF LIBRARY SPACES
LB-205, LB-207, LB-322, LB-361, LB-362, VL-122, VL-126 and VL-203**

Page 9 of 9

by email to:

libraryadmin@lists.concordia.ca

or by mail to:

Office of the University Librarian
Concordia University
1455 de Maisonneuve Blvd. West
LB-331
Montréal, Québec
H3G 1M8

The overall responsibility for implementing and recommending amendments to this Policy shall rest with the Library Cabinet.

This was approved by Library Cabinet on Tuesday, November 22, 2022