



LIBRARY

POLICY ON THE USE OF WEBSTER LIBRARY SPACES LB-205, LB-207, LB-322, LB-361 and LB-362

Effective Date: September 1, 2018
Supersedes / Amends Policy dated: Jan 9, 2017

Originating Office: Office of the University Librarian
Policy Number: G-19

1. PREAMBLE

Concordia University Library provides members of the Concordia community with a variety of spaces which may be adapted to accommodate various academic activities.

2. OBJECTIVES

The objective of this document is to establish the conditions and procedures to follow regarding the usage of spaces located on LB2 and LB3 in the Webster Library as well as the use of the facilities and equipment made available in these spaces. Specifically, this policy refers to the following rooms: LB-205, LB-207, LB-322, LB-361 and LB-362.

3. SCOPE

This policy applies to members of the Library staff and the Concordia University community who wish to use a particular library space for an academic activity. It does not include 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 with 30 seats distributed at 15 electrified tables in a workgroup pod style configuration. There is an additional instructor station with a computer and additional input for a laptop. There are no computers in the classroom, however up to 30 laptops are available upon request. The room is equipped with collaborative learning technology to facilitate active learning sessions. There is a projection screen. A web camera is located at the back of the room along with wireless microphones and speakers.

Library Classroom, LB-207:

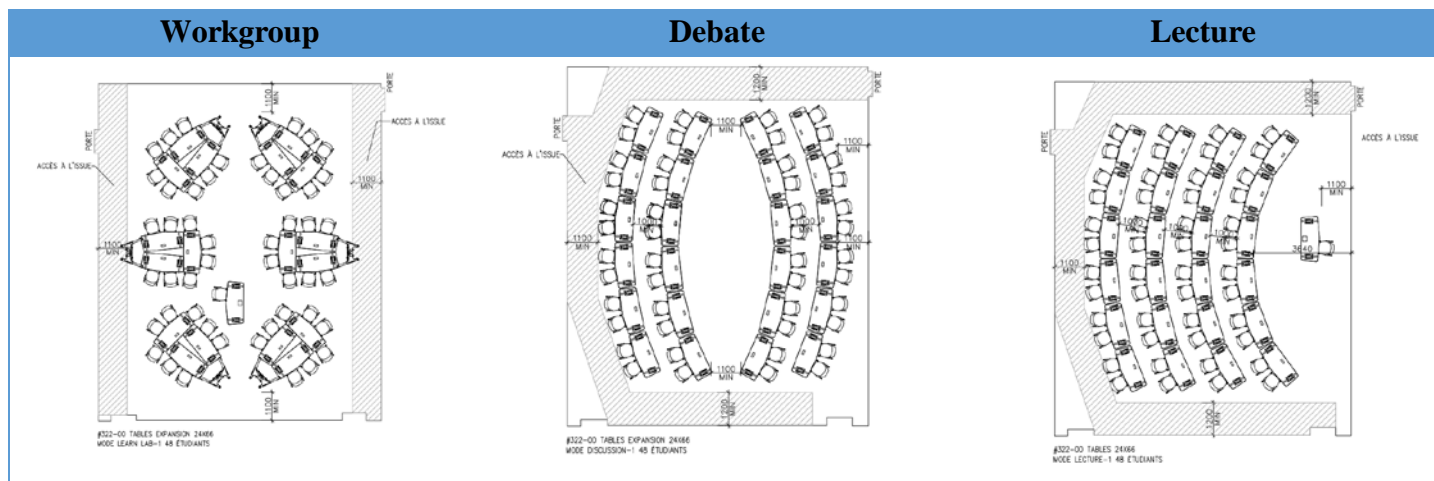
This classroom includes 24 seats at 12 electrified tables in a lecture styles configuration with 24 permanently wired laptops. There is an additional instructor station with a computer and additional input for a laptop. There is a projection screen. A web camera is located at the front of the room along with wireless microphones and speakers.

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Library Multifunctional Room, LB-322

The Multifunctional Room is designed as an active learning space. It is equipped with tables and chairs that may be set up in various configurations. Three configurations are currently available: (1) workgroup pods (2) debate style and (3) lecture style. The default configuration is that of lecture style. The room is equipped with collaborative learning technology to facilitate active learning sessions.



Seminar Room, LB-362:

Furnished with a large rectangle table, the Seminar Room seats 22 participants, and has an additional 24 seats against the walls for spectators for a total of 46 seats. The presenter has a table for their materials, mobile whiteboard, and large flat panel displays for both the presentation as well as for viewing external audience members joining via teleconference (such as Skype or Zoom). Audio-video technology is integrated into the room for high quality projection.

Friends of the Library Room, LB-361:

The Friends of the Library Room has a variety of chairs and seating amenable to small group conversations and large flat panel display as well as integrated audio-video technology. The room seats 24 individuals in lounge seating, and has a capacity of 60 people. There is also a non-movable counter that may be used as a podium or to serve refreshments.

5. PRIORITY OF USE

The Library Classrooms, Multifunctional Room, Seminar Room, and Friends of the Library Room 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.

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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 other Library professionals and support staff, for course-related workshops
3. Librarians and other Library professionals and support staff, for workshops and events 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 All Library staff, for internal meetings

****Note that for the months of September, October, January and February, reservation of the Library Classrooms LB-205 and LB-207 as well as the Multifunctional Room LB-322 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 make a reservation for one of our rooms, 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 should take into account any set-up or wrap-up activities, as the room may be used or booked by someone else immediately prior to or after your booking.

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

7. ACCESS

Once a reservation has been confirmed, the requestor should make arrangements with the Office of the University Librarian (LB 331) to obtain the key. The key must be returned to the office immediately following the event.

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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.

If any work orders are made regarding the room booking (e.g., cleaning prior to or following an event, room reconfiguration), please share these with the Library Administration as soon as possible.

8. USE OF EQUIPMENT

Equipment required for the event must be indicated in the reservation request form at the time of request. Upon confirming the reservation, the user will be provided with links to technical documentation about the equipment, and information about technicians' support hours. Technical support is offered from 9:00 a.m. to 5:00 p.m. from Monday to Friday. If a booking falls outside these hours and technical support is needed, you will be contacted for additional information.

9. ROOM CONFIGURATION

Library Classroom LB-205 will be available with workgroup pods and can accommodate 25 people including an instructor.

Library Classroom LB-207 will be available in the lecture style and can accommodate 31 people including an instructor.

Extra seating is not permitted in either classroom.

The Library Seminar room has a maximum capacity of 46 people. Extra seating is already available in the room to accommodate groups larger than the 22 seats around the table.

The Friends of the Library Room may be reconfigured to meet the needs of the event. The desired configuration of the space must be indicated in the reservation request form at the time of the request. The Library will configure the space according to the requested configuration prior to the event, and will be responsible for reconfiguring the furniture to the standard configuration at the end of the event. For configurations requiring Distribution staff, a cost is incurred and thus a budget code is required.

The Multifunctional Room accommodates 56 students in the default lecture style set-up; extra chairs in the room are available to comfortably seat a few more students at the tables. Safety regulations require that the maximum capacity of this room is 60 persons including the

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instructor. Under no circumstances should this room have more than 60 persons in it. This room may be configured to meet the needs of the event with one of three set-up options – lecture style, workgroup pods, or debate style. (See diagram in descriptive section above).

NOTE: The default configuration in the Multifunctional Room will be a lecture set-up in in September, October, January and February due to the anticipated heavy use at this time, and multiple bookings on the same day. We cannot guarantee that other configurations are possible during these months, though we will try to meet your needs where possible. Outside of these months, requests for a configuration other than the default lecture style requires notice of 5 business days. Confirmation of the configuration will be communicated to the requestor as soon as possible.

10. CLEANLINESS AND INTEGRITY OF SPACE

The person reserving the space is responsible for ensuring that the space 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 reparations 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.).

11. FOOD AND BEVERAGES

Food is only allowed in the Friends of the Library Room, with special permission which must be obtained at the time of the request for reservation. Beverages are permitted only in spill-proof containers.

12. 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 reparations to the furniture, walls, equipment or other facilities in the space.



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QUESTIONS, COMMENTS OR COMPLAINTS

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

by email to:

lib-admin@concordia.ca

or by mail to:

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