LIBRARY

INTERIM POLICY ON THE USE OF LIBRARY SPACES AND EQUIPMENT FOR TEACHING and LEARNING

Effective Date: January 9, 2017 – September 4, 2017 **Originating Office:** Library Administration Office
Supersedes / Amends Policy dated: June 1, 2016 **Policy Number:** G-19

1. 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.

2. SCOPE

These procedures apply to members of the 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.

3. LIBRARY SPACES

A complete description of each Library space is available in the Appendix of this document. Below are summary descriptions:

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.

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 through Lync or Skype). 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. The furniture may be removed from the room if required and stored away temporarily. With a configuration in which furniture is removed the standing capacity increases to 120.

Kitchenette, LB-360:
The Kitchenette is located in close proximity to the Seminar Room and the Friends of the Library Room, and may be used in conjunction with either room for special events by special request and with permission of the Library Administration Office.

4. PRIORITY OF USE

The Library Classrooms, Seminar Room, and Friends of the Library Room and accompanying Kitchenette may be reserved for use by Library staff and by members of the Concordia community 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 and Kitchenette)
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 (see Interim Policy on the Use of Library Spaces and Equipment)
6. All Library staff, for internal meetings

Note that for January and February 2017, reservation of the Library Classrooms LB-205 and LB-207 as well as the Seminar Room LB-362 will be mainly limited to Library staff. Members of the community, extramural and external users may not be permitted to book the rooms in order to ensure their availability for the Library's instructional programs.

5. RESERVATION PROCEDURE

To reserve the Seminar Room, Friends of the Library Room, or Library Classrooms please send a request using the online booking form (https://library.concordia.ca/locations/booking/index.php). Requests will be processed by the Library Administration Office 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

6. ACCESS

Librarians have access to both the Library Classroom and Multifunctional Room with their own keys.

For other rooms and for Library staff without these keys, once a reservation has been confirmed, the requestor should make arrangements with Library Budget & Facilities Office (room LB-220) or the Library Administration Office (FB-802) to obtain the key. The key must be returned to the office immediately following the event.

Should the event take place outside of regular office hours of the Budget & Facilities Office, 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.

7. 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.

8. 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.

Only the Friends of the Library Room has the option to be reconfigured. 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.

9. CLEANLINESS AND INTEGRITY OF SPACE

The staff member reserving the space is responsible for ensuring that the space for the event 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.).
The intention to use the Kitchenette for an event in the Friends of the Library Room and/or the Seminar Room must be included in the original reservation request. The user will be held responsible for set-up and for clean-up of the Kitchenette. Failure to clean-up the Kitchenette and ensure that it is left in an orderly and clean condition will result in fees for cleaning being billed to the user.

10. FOOD AND BEVERAGES

Food is forbidden in the Friends of the Library Room, the Seminar Room, and the Library Classrooms unless special permission has been obtained at the time of the request for reservation. Beverages are permitted only in spill-proof containers. Hot food is not permitted under any circumstances. If alcohol is to be served, the individual responsible for booking the room(s) should consult Concordia's policy (https://www.concordia.ca/hospitality/event-logistics/alcohol-at-events.html)

Appendix

Seminar Room, LB-362:
Furnished with a large rectangle table, the Seminar Room seats 22 participants, and has additional seating against the walls for spectators (24 seats). The presenter has a table for their materials, mobile whiteboard, and large flat panel displays for both the presentation as well as external audience members joining via teleconference (such as through Lync or Skype). Audio-video technology is integrated into the room for high quality projection.

Equipment list:

- 1 table mounted touch panel at the front of the room that includes:
  - Controls for webcam, microphone volume, speaker volume, and projector.
  - 1 laptop connection point at the teacher's station with adapter keyring.
- 1 projector for the south wall.
- 1 PC with wireless keyboard and mouse.
- 1 laptop connection point at the front of the room for use of podium (needs cable).
- 1 laptop connection point at the back of the room with adapter keyring.
- 1 HD webcam and LCD screen on the east wall for web conferencing.
- 1 ceiling mounted microphone array
- 1 Lavalier microphone
- 1 Cisco conference phone

Friends of the Library Room, LB-361:
The Friends of the Library Room is a multifunctional room with which is used as a zero-noise room offering complete silence when not reserved for special events. Large flat panel displays as well as integrated audio-video technology is present in the room for maximum flexibility during events. The room has a counter that may be used for serving refreshments and may be emptied of furniture if needed.

Equipment list:

- 1 short throw projector at the front of the room with motorize screen.
- 1 main equipment rack in credenza at the back of the room containing:
    - 2 wired connection points for laptops (1x HDMI and 1x DisplayPort) with adapter keyring.
    - 1 touch panel to control projector.
- 1 laptop connection point at the front of the room for use of podium (needs cable).
- 2 wall speakers mounted on the north wall columns.
- 1 Lavalier microphone and 3 handheld cardioid microphones.

Library Classroom LB-205:
This classroom is intended as an active learning space and is configured in a workgroup pod style. Seating for 30 people is available at 15 electrified tables as well as an instructor station with computer and additional input for a laptop. The room is equipped with collaborative learning technology.

Equipment list:

- 1 teacher's station that includes:
    - 1 touch panel to control webcam, microphone volume, speaker volume, and projectors
    - 1 PC and monitor
    - 1 laptop connection point at the teacher's station with adapter keyring
    - 1 AirMedia wireless collaboration unit
- 1 projector which can mirror or independently show the room PC, AirMedia, or what is displayed on any of the mobile collaboration carts
- 6 ceiling-mounted speakers
- 2 handheld wireless cardioid microphones
- 5 collaboration carts that can each accommodate:
    - 4 simultaneous wireless presentations via AirMedia wireless collaboration unit

- 4 wired connections (2 x HDMI and 2 x DisplayPort) with adapter keyring
- 1 HD webcam at the back of the room
- 15 electrified flip-top tables
- Whiteboards
  - 5 whiteboards for students

Library Classroom LB-207:
This classroom is configured in a lecture style. Seating for 24 people is available at 12 electrified tables with permanently wired laptops, as well as an instructor station with computer and additional input for a laptop.

Equipment list:

- 1 teacher's station that includes:
  - 1 touch panel to control webcam, microphone volume, speaker volume, and projectors
  - 1 PC and monitor
  - 1 laptop connection point at the teacher's station with adapter keyring
  - 1 AirMedia wireless collaboration unit
- 1 projector which can mirror or independently show the room PC, AirMedia, or what is displayed on any of the mobile collaboration carts
- 6 ceiling-mounted speakers
- 2 handheld wireless cardioid microphones
- 1 collaboration cart that can accommodate:
  - 4 simultaneous wireless presentations via AirMedia wireless collaboration unit
  - 4 wired connections (2 x HDMI and 2 x DisplayPort) with adapter keyring
- 1 HD webcam at the front of the room
- 12 electrified flip-top tables
- 24 permanently wired laptops
- Whiteboards
  - 3 whiteboards for students

LIBRARY

INTERIM POLICY ON THE USE OF LIBRARY SPACES AND EQUIPMENT FOR TEACHING and LEARNING

QUESTIONS, COMMENTS OR COMPLAINTS

Questions, comments or complaints about this policy or its application should be addressed to the Library Administration office:

by email to:

lib-admin@concordia.ca

or by mail to:

Library Administration Office
Concordia University
1455 de Maisonneuve Blvd. West
Room FB 802
Montréal, Québec
H3G 1M8