



# Leonard Lief Library Classrooms-Computer Labs Use Policy

## Mission

The *Leonard Lief Library* contains three classrooms/computer labs: rooms B27A, B27B, and B27C - on lower level north. B27A and B27B are each equipped with 23 student workstations and an instructor console connected to a projector. B27C functions as a lecture room with an instructor console and projector. Twenty laptop computers are also available for class use.

Computers in the classrooms/labs have *Microsoft Office* software installed, unlike workstations in the rest of the Library. All rooms permit printing.

The rooms serve a dual function as library classrooms and computer labs. Room B27A is an open lab for student research and academic use. Rooms B27B and B27C are primarily scheduled for library classes. Occasionally, it will be necessary to use B27A for a library class - and announcements will be posted. During midterms and final exam period, Room B27B can be used as an overflow lab for student use.

## Policy

1. Classrooms are to be used exclusively for instruction with the following priorities:
  - ❖ Library instruction to Lehman undergraduate and graduate classes
  - ❖ Library workshops for students and faculty
  - ❖ Faculty-led research classes
  - ❖ Library faculty and staff training
  - ❖ *High School of American Studies* library classes
  - ❖ Classes/workshops for outside groups arranged by Lehman faculty or administration
2. Departmental faculty may arrange individual class sessions by contacting the Coordinator of Information Literacy Robert Farrell at x7761 or [robert.farrell@lehman.cuny.edu](mailto:robert.farrell@lehman.cuny.edu)  
Reservations for instruction sessions are on a first-come, first-serve basis and will be confirmed.
3. Faculty may schedule a follow-up session in the lab.
4. Reservations for non-library instruction are at the discretion of the Instruction Coordinator.
5. The Library cannot accept full-time classes scheduled in this space.
6. During the first ten weeks of the semester, non-library instruction use of the labs cannot be accommodated.
7. Instructors are responsible for maintaining the original order of computer software and classroom furniture.
8. Eating and drinking are not allowed.