



Leonard Lief Library FINE ARTS Classroom Use Policy

Mission

The *Fine Arts Department* contains one classroom and five student workstations. The classroom has an instructor podium connected to a projector. Computers in the *Fine Arts Department* have *Microsoft Office* software installed, with printing capacity.

The *Fine Arts Department* also has 12 monitors for playback of videotapes and DVDs.

Policy

1. The classroom is to be used exclusively for instruction with the following priorities:
 - Library faculty meetings or workshops
 - Library instruction to Lehman students
 - Library workshops for students and faculty
 - Faculty-led research classes
 - Classes/workshops for outside groups arranged by Lehman faculty or administration
2. Lehman faculty may arrange individual class sessions by contacting Addy Soto, x7773 or adelaide.soto@lehman.cuny.edu. Reservations for instruction sessions are on a first-come, first-served basis and will be confirmed.
3. Reservations for non-library instruction are at the discretion of the Coordinator of Fine Arts.
4. Non-library instructional use of the room cannot be accommodated during the first three weeks of the semester.
5. Please respect library policies when using the classroom. Eating, drinking and cell phone use are prohibited. Failure to comply will result in denial of future classroom use.