

# Classroom Reservation Policy

Kelvin Smith Library supports the instruction needs of the University through providing flexible spaces that can be used for classes, meetings, and other scheduled events. Primary consideration is given to classes with a strong library component in the curriculum and meetings that have a specific need for library resources or equipment. Please read all of the policy sections below to learn more about reserving a space.

## Scheduling

- Events in the classrooms are scheduled and coordinated by Library Administration.
- Classrooms are available for training, web-based demonstrations, library/information literacy instruction, film viewing and other uses deemed appropriate by Library Administration.

## Use of Rooms

- Classrooms may be reserved by faculty or staff for purposes listed above. Faculty must be present or have a designee in their place for use of equipment within the classrooms. Classrooms cannot be reserved for non-Case or unsupervised student groups.
- Food and drinks are permitted in the classrooms.
- Any catering taking place in the room must be approved and confirmed by Library Administration. Room setup and catering delivery & pickup should be included in the room reservation's requested times. Generally, 1/2 hour is allotted between any class or meeting using the same space. In support of reservations following your event, any catering pickups must occur within that 1/2 hour before the next room use.
- It is the responsibility of the Sponsoring Department/individual to return the classroom to a usable condition, which means removal of all catering, proper disposal of trash, and cleaning of whiteboards. Because the furniture is mobile, there is no standard setup for furniture. Rooms left in disarray will result in the Sponsoring Department being charged a room setup fee.

## Room Setup & Equipment



**Classroom 215** is an Active Collaboration Room (ACR) purpose-built to promote collaborative work between local and remote groups through videoconferencing capability. The room also has dual video projection systems with touch screen controls and an instructor laptop (VGA and HCMI cables). Also available: Videoconferencing equipment, VCR/DVD players, standing outlets, and mobile white board. Other technology may available, upon request. Furniture is mobile and can be arranged, as needed. Seating capacity is up to 26 people.



**Classrooms LL06 A, B & C** are Technology Enhanced Classrooms (TEC). The entire space can be converted from one large room into two spaces or three individual rooms. LL06C has a built-in video projection system with touch screen controls, instructor laptop (VGA and HDMI cables), and a wireless microphone [LL06A has a Mondopad]. Also available: VCR/DVD players, mobile and wall whiteboard, and videoconferencing capability. Other technology may available, upon request. Furniture is mobile and can be arranged as needed. Seating capacity for each subdivided space is 16-18 people per room, with a total of 60 people in one open space.



**Classroom LL01** is a Level 1 Technology Enhanced Classroom. This classroom has a built-in video projection system with control panel, ability to connect a laptop to the system (VGA cable only). Also available: VCR/DVD players, whiteboard, and a Mondopad for videoconferencing capability. Other technology may available, upon request. Furniture is mobile and can be arranged as needed. Seating capacity is up to 15 people.

- All classrooms have wireless connectivity. LL06 has updated faceplates throughout with the following wired connectivity: 1 fiber-optic connection, 1 VoIP connection and 2 wired Ethernet connections.
- Mobile laptop carts can be reserved for hands-on instruction: two carts with 10-15 laptops, per cart, are available. In addition, KSL has a laptop self-checkout kiosk on the 1st floor with both PC and Mac laptops. Please note your additional technical needs on the form as other technology may be available. Any additional equipment requirements are the responsibility of the group reserving the classroom.
- Please note what technology you need for your class or meeting to ensure the equipment is reserved for your class or meeting.
- Specific software requirements should be noted on the reservation form and all requests for software downloads must first be reviewed by KSL Administration.

## Access

- Library Administration staff will make arrangements with CWRU Security to deactivate the door alarm for entry into the classroom.
- Rooms are scheduled to unlock 1/2 hour before the requested start time of the reservation. If any additional time is needed, please note that in your start and end times.
- Library Administration reserves the right to pre-empt existing reservations if the rooms are needed for library functions. We will do our best to provide alternative accommodations.

To request a room, please fill out our [online reservation form](#). A confirmation will be sent within 48 hours to the contact person listed on the form.

Any questions/comments, please contact the Library Administration at (216) 368-2992 or email [kslroomres@case.edu](mailto:kslroomres@case.edu).