

Shared Labs Policies

Library, AV, 132, MAC

Library, AV, 132, MAC LAB 105 are labs that are scheduled centrally and shared by more than one department. Here are the parameters for reserving these spaces:

The **Library** is open to all departments. If you are just using computers (no library resources) you should reserve your department lab(s) instead unless already booked. You may reserve this space anytime by checking for openings in the “shared labs” schedule in the staff folder and then emailing Jan Hewitt to reserve open space.

If **AV** is your department lab, you may reserve this space anytime by checking for openings in the “shared labs” schedule in the staff folder and then emailing Jan Hewitt to reserve open space. If this is **not** your department lab, **and** if your department labs are booked, you may reserve AV, but no sooner than one week in advance. Again, check the “shared labs” schedule in the staff folder and email Jan Hewitt to reserve. If you do not have a key to AV, stop in the Library to pick one up.

If **132** is your department lab, you may reserve this space anytime by checking for openings in the “shared labs” schedule in the staff folder and then emailing Jan Hewitt to reserve open space. If this is **not** your department lab, **and** if your department labs are booked, you may reserve 132, but no sooner than one week in advance. Again, check the “shared labs” schedule in the staff folder and email Jan Hewitt to reserve. If you do not have a key to 132, stop in the Library to pick one up.

The **MAC LAB (105)** is open to all departments and is primarily intended for I-Movie production. This lab has only 16 computers and they print to the Library. Melissa Brockman, across the hall, has kindly agreed to unlock the door for you here if you have reserved this space.

