

Classroom Use Policy for WKU Libraries

1. Helm 2, Helm 5, Helm 201, Cravens 100, and Cravens 111 are designated primarily for library-related instruction purposes where instruction is led by a faculty librarian or where classes are doing library-related research.
2. Cravens 212 in the VPAL (Visual & Performing Arts Library) may be reserved upon request under the same conditions as other rooms covered by this policy.
3. Teaching faculty may reserve the classroom for library-related instruction such as use of the Library's databases, or to complete assignments developed collaboratively with librarians. Teaching faculty who use the rooms for library assignments should be in touch with their faculty subject specialist librarian for planning and to reserve the room at least two weeks in advance of the anticipated visit.
4. Library classrooms may not be used for regular classes, exam sessions or other non-library initiated or non-library related purposes, except for classes taught by library faculty or staff.
5. Instruction sessions by library faculty and staff have priority over all other uses of the room.
6. WKU Libraries faculty and staff may reserve and use library classrooms for training, committees, task forces, or professional organizations.
7. Student organizations may reserve and use the rooms on an occasional basis after 4:30 pm Monday – Friday or during business hours on the weekend. Student groups may not use the rooms on a standing basis without approval of the Dean of Libraries.
8. Use of rooms and equipment must be in accordance with [WKU's Internet Use Policy](#) and the [Student Technology Center Lab Policies](#). No library computer may be used for illegal or unethical activities.
9. If software classroom computers need software to be installed, requests must be made to the Library Systems Office at least one week in advance. No one may alter, tamper, revise or otherwise change any software, hardware, furniture, or classroom equipment.
10. Anyone who wishes to use the teaching station and related equipment in the classroom must receive instruction on the proper use of the equipment prior to using the room. All equipment is the responsibility of the individual who has reserved the room.
11. For more information about the Library's instruction program, please call the Library Reference Desk at (270) 745-6125.

Approved by the Library Leadership Council
and the Dean of University Libraries
May 8, 2017