

Library Media Center

Space & Technology Reservation Policy

LMC Space includes

- Computer Lab [**14 desktops; 20 students maximum**]
- Main Room [**5 tables; 30 students maximum**]

LMC Technology includes

- Computer Lab Desktops [**14**]
- 1st Floor Laptops [**24**] – **Cart located in A100**
- 2nd Floor Laptops [**24**] – **Cart located in LMC**
- iPod touches [**75**]
- Flip Cameras [**3**]
- SMART Response Clickers [**7 cases**]
- Assorted AV Equipment [**Please ask**]

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1. Before making a request, staff members are encouraged to consult the **Reservations Calendar** [**linked on LMC webpage**] to determine availability.
Important note: **1st Floor Laptops are intended for use by staff on the 1st floor ONLY.**
2nd Floor Laptops are intended for use by staff on the 2nd floor ONLY.
 2. All staff members are encouraged to make reservations via the online **Reservation Form** [**linked on LMC webpage**]. This allows LMC staff to enter and confirm requests much more efficiently.
 3. Once a request has been successfully entered, staff will **receive a confirmation email with the reservation details**. Staff may also consult the Reservations Calendar to confirm the reservation.
If a confirmation email is not received within one week, please contact the LMC staff!
 4. If **changes to or a cancellation of** a reservation is needed, staff members may contact the LMC staff.
 5. Staff members are expected to arrive promptly for LMC space reservations.

Technology reservations must be **retrieved by the reserving staff member OR by a student or students sent with permission** of that staff member.

6. If any **equipment issues** arise, staff members may fill out the **Issues Log** (on laptop carts) and/or contact LMC staff for assistance. If necessary, Help Desk will be alerted.
7. Equipment **must be returned** at the end of the reservation.