



St. Philip's College

Learning Resource Center

FACILITIES (USE) GUIDELINES

THE LIBRARY CLASSROOM

This room is used chiefly for library instruction: PowerPoint Library "tours," orientation sessions, bibliographic instruction, term paper workshops, and library and media services one-hour seminars.

The room will be reserved in advance of all class use. Before a class is admitted to the room, it must appear on the Reference Class Calendar.

THE GROUP STUDY ROOM

The main purpose of this room is to provide a place where students may freely meet and study together in a "give and take" atmosphere. This room will not be assigned to outside groups for use as a meeting room.

THE TV GREEN ROOM:

This room serves three purposes:

1. As a Satellite Teleconferencing Room for small group viewing.
2. As a small group TV Viewing Room.
3. As a conference room.

SIGNS, POSTERS, PAMPHLETS, ETC.

All NON-LRC signs, posters and pamphlets that are left in the library--on tables, walls, etc. will be immediately destroyed or removed from the LRC.

All signs and display items must have the express approval of the LRC Dean before being placed in public area.

PUBLIC AREAS--STACK AREA, REFERENCE AREA, PATRON SEATING AREA, SHELVES, CHILDREN'S AREA, ETC.

These areas will be policed several times throughout the day to see that the library is pleasant and inviting to its users.

The areas will be policed before each shift leaves for the day or evening.

OFFICES AND WORK AREAS

A messy work area will be tolerated while you are in the middle of a big project, but all areas must be periodically cleaned and put in an orderly, organized condition (at least once every two weeks--preferably every night).

CLOSING FOR THE DAY:

Establish a routine for policing and securing your area at the end of each day. Security is a major problem, please be sure all doors to your area are locked and that all equipment is turned off.

THEFT OF MATERIALS:

Notify the Campus Police each and every time there is a theft in your area.

This is vital if we are to assist the college in preventing thefts.