LIBRARY INSTRUCTION AND CLASS VISIT REQUESTS

Definitions:

Library Instruction: The class attends an instruction session taught by a librarian to familiarize students with the library and its resources. It may cover:

- How to find books and/or e-books
- How to find journal and/or newspaper articles
- What are scholarly sources?
- Other topics as requested

Classes are scheduled for one hour. The session is generally 20-45 minutes in length. The class may remain for the remainder of the scheduled hour to conduct research.

ARC Classroom Class Visit: The class meets in the ARC Classroom to work on assignments and use library resources. A librarian may be available to answer questions, but does not provide formal instruction. We ask that faculty remain in the classroom and not use the classroom for lecture. Visits are limited to one hour.

Main ARC Class Visit: The class meets in the main room of the ARC to use computers and resources.

Policies:

Please give at least one week’s notice for instructions and class visits.

At any time, we can accommodate one class in the ARC Classroom and one class in the Main ARC. For space considerations in the evening, if we are open until 7:00, visits will be scheduled from 5-6 and 6-7.

The ARC classroom is locked when not in use for a class or a staff member, faculty should visit the front desk when the class arrives so we may unlock it and again when they leave so we may re-lock the classroom. Students are not to be left unattended in the ARC classroom.

If the class just needs a computer lab, the instructor may use 25Live to reserve the ARC classroom, which is listed as CT-MAIN ARC. We prioritize the use of our classroom to Library Instructions and class visits where the students need to use our resources specifically or need the help of the librarian.

Occasionally, instructors are able to stay past the end of their reservation time so long as the room is not previously scheduled. However, we cannot guarantee that this will be available and so we encourage instructors to have alternate plans. Instructors should check with staff at the end of their reservation to see if they will be able to stay past the appointed time.