

Rice Library Computer Labs Policies

LABS A & B are for individual student use except when reserved for library instruction and training or approved University functions.

LABS A & B are not available for Faculty-led class sessions.

The reasoning behind the lab policies:

Based on our experience, we find that when faculty informally bring classes as a group to use the library, the library's resources and service desks can easily be overwhelmed, and unprepared students are often confused and frustrated. For these reasons we have formal library instruction protocols, which are outlined at <http://www.usi.edu/library/libinstruc07.asp>.

What works best is for faculty to schedule a class for library instruction. This is a highly efficient way to get useful information to 20 – 35 students at once without overloading library service points, the staff or the collections but enabling the students to use this library more effectively.

Faculty can request a formal library instruction session online at <http://www.usi.edu/library/forms/form2.asp>. Please submit requests electronically at least 2 weeks in advance, otherwise the lab will likely already be booked for instruction.

- LAB A is primarily a teaching lab for library instruction.
- LAB B is primarily for student use.
- LAB A closes 15 minutes before each class.
- LABS A and B close one hour before library closes.



Rice Library Study Room Policies

All study rooms are for student group use.

If one person is occupying the room when your group needs it, report to the library staff on the first floor.

Of the 30 group study rooms all except one (#3015) are available on a first come, first serve basis.

Use of room #3015 may be requested for appropriate group use at Checkout when needed, and staff will unlock the room. In some cases it may be reserved ahead of time for a special event.

For the latter, contact Debbie Clark ext. 1922, Dave O'Grady ext. 1628, or Ruth Miller ext. 1824.