

Lab/Instructional Space Policy

Audience:	The lab/instructional spaces are generally available to students, faculty and staff at the University of Regina. The Library and Centre for Teaching and Learning have priority use of the rooms for instruction and orientation sessions as required throughout the academic year. Use of the lab/instructional spaces for meetings is discouraged.
Issued:	Librarians' and Archivists' Council (LAC) – September 1, 2012
Last revised:	Archer Library Administration Office – February 12, 2019
Owner:	Library Systems/Centre for Teaching and Learning (CTL)
Approved by:	Library Leadership Team (LLT)
Contact:	Archer Library Administration Office, 306.585.4295 Trevor Kiel, Website Administrator, 306.337.3228

Introduction

The purpose of this policy is to outline any booking inquiries or requests for the Wascana (LY107.33), Regina (LY107.32) and 6th floor labs (LY612).

Policy

- **Lab/Instructional Space Hours**
 - The lab/instructional space will be available during the hours that the Library is open.
- **Lab/Instructional Space Bookings**
 - All bookings will be done through the [libcal](#) booking system and will be approved by authorized library staff.
- **Lab/Instructional Space Booking Notification**
 - Booking notification will be sent to the appropriate department as required by the [libcal](#) submission.
 - ALL technical requirements, including computer model, software/hardware requirements, other peripherals requirements or any other technical inquiries that arise at the time of booking MUST be forwarded to the Systems department at the time of booking.
- **Session Moderation**
 - Systems staff will not be responsible for session moderation. If you have booked a session in the Wascana/Regina Lab/Instructional Space you must be available to greet/setup/manage individuals that may either be presenting or attending the event.

- Upon completion of the event/booking; any equipment utilized including tables, chairs, whiteboards and any other equipment used must be returned to its original position. In the event of malfunctioning equipment, Systems staff will be available upon request to aid with any technical related issues.

- **Lab/Instructional Space Help**

Primary Technical Contacts (LY107.32/33)	Primary Technical Contacts (LY612)
Ron Farnell, Systems Support Analyst, 306.585.5114	IT Support Centre, 306.585.4685
Trevor Kiel, Website Administrator, 306.337.3228	

- Support will be provided for teaching related technology installed within LY107.32/33. (TV monitors, instructor workstation, whiteboards, Wacom tablet, network access, etc.)
- The Library Help Desk staff will support student questions and issues surrounding their research requirements. LibGuides and support materials within the Lab/Instructional spaces will also be available to aid student related questions.
- IT Support Centre will support student inquiries in the library commons area, 6th floor lab (LY612) as well as any printer related issues.
- The remote control for the data display in the 6th floor lab (LY612) can be checked out at the Library Help Desk.

- **Laptops**

- The laptops will be maintained by Systems staff. Please report any hardware or software issues not covered by Information Services staff in either room LY107.32 or LY107.33 to Library Systems staff.
- Laptops will remain on the tables in each Lab/Instructional Space at all times unless a request to have them removed is made in advance.
- User Services staff will periodically wipe down the monitors and laptops in both Lab/Instructional Spaces.

- **Keys**

- Keys MUST be checked out at the Library Help Desk prior to any session within the Wascana or Regina Lab/Instructional space. Keys for the Lab/Instructional Spaces doors include a key which allows for access to the instructor cart.
- Systems/Support Staff are not responsible for locking/unlocking the Lab/Instructional Spaces or Instructor Carts.

- **Instruction Carts/Stations**

- Within the instruction carts/stations resides a remote which controls all the displays within the Lab/Instructional Spaces. A remote presentation clicker, whiteboard markers, erasers and cables are also included within the instructor cart for use during an instructional session.
- A Wacom interactive pen display is connected to the instruction cart. A HDMI, USB and network connection are also available for those who wish to connect their own laptop or other device to the instructor cart. A selector switch located within the large door, lower right hand corner of the cart determines which input is displayed on the monitors within the room.

- User Services staff will check the Lab/Instructional Spaces after each booked training session or workshop to ensure all audio/visual components are returned and locked within the instructor station. This includes remotes, whiteboard accessories, peripherals, cables, etc.
- Skyfold Wall
 - The Skyfold wall requires a key to open and close. The wall will remain in the open position unless a booking requires use of one of the Lab/Instructional Spaces. The key to open or close the door is available at the Library Help Desk. The door is only to be operated by staff from the Library or Centre for Teaching and Learning.
- HD Displays
 - In the event that all monitors in both spaces are required to display the same content, please contact Systems staff, 306.585.5114.
- Audio/Microphone Capabilities
 - Two wireless microphones are available for use. The sound system houses four speakers in each room that can be linked for large audiences.
- Security
 - Refer all security issues to Campus Security, 306.585.4999
- Food & Drink
 - Consistent with other areas within the library, there will normally be no food or drinks permitted in the lab/instructional spaces.
- Smudging/Pipe Ceremonies
 - Procedures outlined in [Smudging/Pipe Ceremonies – GOV-040-20](#) apply to spaces within the Library as well. Event Organizer is to inform Facilities Management via FAMIS ticket, and the Archer Library Administration Office in the event of Smudging/Pipe ceremonies taking place in the Library.

Related Information

- [Dr. John Archer Library Use & Conduct Policy](#)
- [Sale and Service of Alcohol on Campus - OPS-110-005](#)
- [Smudging/Pipe Ceremonies – GOV-040-20](#)