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.

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**Owner:** Library Systems/CTL
**Approved by:** Library Leadership Team
**Contact:** Archer Administrative Office – 306-585-4295
Website Administrator – Trevor Kiel – 306-337-3228

**Introduction**

The purpose of this policy is to outline any booking inquiries or requests for the Wascana (107.33), Regina (107.32) and 6th floor lab (612).

**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.

To Request Special use of the Lab/Instructional Space (special functions, food)

Contact Archer.Admin@uregina.ca stating the purpose/reason for the request. The University Librarian will be responsible for approving such requests. A confirmation will be sent to you. If you have received confirmation to allow food into the lab/instructional space you are responsible to receive, setup and properly remove the supplied food and any other related items. (ie. Water jugs, coffee urns, remaining food, tables, etc.)

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 it 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 (107.32/33)**
- Jason Caird (5114)
- Trevor Kiel (3228)

**Primary Technical Contacts (612)**
- IT Support Desk (4685)

Support will be provided for teaching related technology installed within 107.32/33. (TV monitors, instructor workstation, whiteboards, Wacom tablet, network access, etc.)
The Library Information 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 (612) as well as any printer related issues.

The remote control for the data display in the 6th floor lab can be checked out at the Borrowing 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 107.32 or 107.33 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 Borrowing 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 closed position unless a booking requires use of both Lab/Instructional Spaces. The key to open or close the door is available at the Borrowing/Circulation 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 (5114) or the Centre for Teaching and Learning (2400).

Audio/Microphone Capabilities

TBD.
Refer all security issues to Campus Security (4999).

Food & Drink

Consistent with other areas within the library, there will normally be no food or drinks permitted in the lab/instructional spaces.

Related Information

- [Dr. John Archer Library Use & Conduct Policy](#)
- [Sale and Service of Alcohol on Campus - OPS-110-005](#)