

NORTHERN ILLINOIS UNIVERSITY LIBRARIES POLICY: Wired Classrooms  
Reservation Policy  
APPROVED BY: Library Management Group  
EFFECTIVE: 10/28/08  
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**Founders Memorial Library Wired Classrooms (FO 294, FO 297) Reservation Policy**

The primary purpose of the Founders Memorial Library (FO) wired classrooms is to facilitate library instruction. When the wired classrooms are not in use by librarians, Northern Illinois University (NIU) departments and units may schedule the classroom for use Monday through Friday during regular business hours (8 a.m. to 5 p.m.). Evening and weekend usage by units and departments outside of the University Libraries will not be scheduled for either wired classroom.

- 1) *Library instruction sessions* will have **priority scheduling** in both of the two wired classrooms. The library reserves the right to block times for its specific needs.
- 2) *Scheduling of the two wired classrooms by other NIU departments and units will be done on a first-come, first-served basis. The wired classroom is available for use to these groups during regular business hours (Monday through Friday 8 a.m. to 5 p.m.).* Requests should be made no later than three (3) weeks before the class is to be held in the requested room.
- 3) Room requests for non-library instruction (instruction not conducted by a librarian) must be made via the Wired Classrooms Reservation Form. ***We will not take room requests via telephone, email or voicemail.*** The GroupWise calendar is the official calendar of the wired classrooms. Please check the classroom's schedule before you make your request.
- 4) Your reservation is not official until you receive a confirmation email from a wired classroom coordinator (Karen Hovde, TJ Lusher). If you do not receive a confirmation email within two (2) business days of the request being made, please contact TJ Lusher ([tlusher@niu.edu](mailto:tlusher@niu.edu) or 815-761-1239). ***Please print the confirmation email and bring it with you.***
- 5) Unless there is a scheduling conflict, sessions of one (1) to two (2) hours in length will, in general, be scheduled immediately. ***Requests for sessions that are three (3) hours or longer in duration will require approval of both room coordinators.*** However, confirmation for all session requests will occur within two (2) business days.
- 6) If you require special software to be loaded, or the display of a video (VHS or DVD), you must deliver the item to TJ Lusher (FO 413) two (2) weeks before your class is scheduled. It is the instructor's responsibility to obtain the

appropriate license or copyright approval to use software or video in the wired classrooms.

- 7) NIU departments and units may reserve the wired classrooms up to five (5) times per semester and summer session. ***Requests for sessions that are three (3) hours or longer in duration will require approval of both room coordinators.***
- 8) Cancellation of a wired classroom must be received via email to TJ Lusher ([tlusher@niu.edu](mailto:tlusher@niu.edu)) minimally 24 hours and preferably 48 hours before the class was scheduled to meet. Failure to cancel a reservation will result in a one (1) semester suspension of scheduling/use privileges.
- 9) Instructors who have not previously taught in either wired classroom must contact TJ Lusher ([tlusher@niu.edu](mailto:tlusher@niu.edu), 761-1239) to schedule a room orientation session before teaching their first session. The orientation session is approximately 20 minutes in duration.
- 10) There will be no food, soda or open containers permitted in the wired classrooms. Water bottles with a pop top or a cap are permitted. The requester and the instructor will be held responsible for any damage to furniture and/or equipment in the wired classrooms.
- 11) The computer lab located on the third floor of Founders Library is not a library sponsored lab. If you have questions about this lab, contact NIU ITS (815-753-8100).