

Use of the Library Instruction & General Access Lab Policy

AC-37-09-1

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Revised: January 2017

I. Purpose

The David A. Cofrin Library of the University of Wisconsin – Green Bay strives to provide a learning and study environment conducive for student success. The Library Instruction & General Access Lab (CL 304) is a significant part of the learning and study environment for students and this policy outlines use of that room/lab.

II. Availability as a General Access Lab

When CL304 is not being used for library-related instruction it will be open as a General Access Lab and follow the campus computer usage policies.

III. CL 304 Reservations

In order to make the room/lab as available as possible for student access, CL304 will generally not be reserved for special interest groups who do not require library instruction; this includes staff or committee meetings, seminars, and training sessions.

IV. Exceptions to the policy

Exceptions may be made on an individual basis and preference will be given to UWGB classes that need access to computers for research purposes. Exceptions will only be made within four business days of requested date.