

L-206 (Library Electronic Research Lab)

Faculty Checklist for Booking and Use

In order to ensure that the lab remains in good working condition, the following rules apply:

Lab Booking

- Call Judith Francisco at 298-2181 x3116 to reserve.
- Reserve early; high demand creates tight booking schedules.
- Be aware that library orientations and workshops take precedence over general usage.

Lab Usage

- Food, beverages, or cell phones are not permitted anywhere in the library. Please remove any litter or scratch paper from tables.
- Printing is not available in the lab. Documents and research findings can be e-mailed to student or faculty e-mail accounts, or may be downloaded to USB drives.
- A remote control device for the overhead projection system can be checked out from the Circulation Counter, if desired.
- Turn on/off overhead projector:
 1. Go to teacher podium and find control panel at the right.
 2. Press down the “display” button firmly for several seconds.
- Please do not turn off the computers, or the lights.
- Lock the door before exiting. Thank you.