



Electronic Classroom Policy & Procedures Updated May 2009

Philosophy:

The Lister Hill Library Electronic Classroom is a facility to support (in priority order):

- 1) Educational activities of Lister Hill Library.
- 2) Developmental projects with Lister Hill Library.
- 3) One-time or short-term, computer-related activities of any school or unit of UAB.
 - a) Hands-on classes generally will be given priority over demonstrations.
 - b) The electronic classroom should not substitute for a large meeting room.

The instructor is responsible for advertising the event and making any other additional reservations or arrangements such as parking or Museum tours, etc. LHL has maps available which show the locations of the various parking lots/decks near the library.

Instructors are responsible for insuring that no food or drink is allowed near the computers while they are using the classroom.

Resources Available:

The electronic classroom, Room LHL G-40, has an instructor station and up to 30 individual multimedia workstations with direct Internet connections. A specific list of the equipment and software is included in this policy. Files needed in the class should only be saved to the "my documents" folder on the network or to an external device.

Scheduling the electronic classroom does not include reserved access or priority use of any additional equipment in Lister Hill Library.

Technical Assistance

A pre-class orientation appointment is encouraged for ALL non-LHL instructors and is required for any instructor who wishes to use equipment beyond the computer and projector, or who wish to project from their own laptop. This orientation is helpful in addressing and resolving any potential technical problems before the actual presentation.

Technical problems during a presentation may be reported to the AskIT desk using the phone in the classroom. The phone number for AskIT is 996-1111.

Instructors should report any problems with the equipment in the Electronic Classroom in writing on their evaluation form or to the LHL Associate Director for Public Services at phiggin@uab.edu.

Installation of special software:

Requests for installation of special software for a presentation must be approved by the Associate Director for Public Services.

The instructor is responsible for insuring that (1) the software, (2) a copy of the software license(s) or written proof that the package can be loaded for training purposes and (3) any necessary supporting documents (ie. installation documentation) are delivered to LHL at least ten working days in advance of the scheduled class.

Instructors should be aware and need to inform their students that any special software loaded for a class in this manner will not be available for use in either the classroom or in other areas of Lister Hill Library outside of scheduled class time(s).

Instructors should also be aware of the UAB Policy for Acceptable Use of Computer and Network Resources found at <http://main.uab.edu/show.asp?durki=38524>.

Procedures for non-LHL Instructors:

Scheduling:

- Room reservations should be made in advance. Bookings that include special requests (such as loading of special software) should be done at least 2 weeks in advance and are subject to approval.* (see the policy statement on “Installation of Special Software.”) Bookings are not generally confirmed more than 3 months in advance. **Please note that library programming takes priority, particularly during the beginning of fall term.**
- The classroom is available for use during the same hours that the Library is open.
- Non-LHL instructors must schedule the classroom through the web form at <http://www.uab.edu/lister/forms/room.php>.
- Allow at least two working days for confirmation of the reservation.
- **Once a booking is confirmed, the class will not be bumped.**

At the Time of the Presentation:

Instructor should go to the HUB on the first floor and check out the LHL Electronic Classroom Instructor ID tag. The tag should be worn while the instructor has responsibility for the classroom.

After Presentation:

The instructor should turn off the projector and equipment but leave the computers turned on, then check the ID tag back into the library at the HUB. The instructor is responsible for general clean up of the room.

Classroom equipment

Instructor's computer station

Ceiling mounted video projector

Samsung High Resolution Digital Presenter UF-80 DX/ST with the option to attach a laptop

Sony DVD/VCR player

Wireless Internet Access

Software on each machine

Internet Explorer (set to LHL home)

Firefox (set to LHL home)

MS Office 2007

- Access
- Excel
- FrontPage
- PowerPoint
- Publisher
- Word

Utilities

- RealPlayer
- Windows Media Player
- QuickTime Player
- Acrobat Reader
- Cn3D

Accessories

- Calculator
- Magnifier
- Paint
- Notepad
- On-Screen Keyboard

Endnote

Reference Manager

RefViz

Horizon