

 HEALTH SCIENCES LIBRARY & INFORMATICS CENTER	<b>Policy:</b> Use of the HSLIC Electronic Classrooms and Mobile Classrooms	<b>Policy #</b>
	External <input checked="" type="checkbox"/> Internal <input type="checkbox"/>	<b>Date Approved:</b> 11/02/2009
	<b>Submitted by:</b> Dick Carr, Ed Aalseth <b>Approved by:</b> OMT	<b>Date Reviewed:</b> <b>Date Revised:</b>

**Purpose/Objectives:**

Use of the HSC electronic classrooms and mobile classrooms is administered by the Health Sciences Library and Informatics Center (HSLIC). The classrooms support the curriculum of HSC educational programs and also provide facilities for non-curricular HSC instruction and training. In the event of scheduling conflicts, requests that support the HSC curriculum are given priority over non-curricular HSC instruction.

**Scope of Policy:**

HSC faculty, staff, or a person acting on the behalf of HSC faculty, may reserve a classroom for the purposes outlined above. Main campus faculty may reserve a classroom in their capacity as a guest lecturer in an HSC course. Faculty with joint appointments may reserve a classroom for use associated with HSC courses. Faculty teaching main campus courses related to undergraduate nursing programs may also reserve a classroom.

University facilities are primarily for the use of University organizations and departments. However, under certain conditions, the electronic classrooms may be rented to enterprises not directly connected with the University. (*Board of Regents Policy Manual, Section 8.1. 9/12/96*)

The HSLIC reservation specialist will resolve questions about classroom reservations. HSLIC staff maintain software license agreements required by UNM Policy

**Policy/Procedure:**

**Description of classrooms:**

Med2 contains twenty computer workstations, one instructor computer workstation, a projector and screen. A maximum of thirty students may be accommodated if equipment is shared.

Room 226 contains twelve student workstations, one instructor computer workstation, a projector and screen.

Three mobile classrooms are also available for use on the HSC campus. Both contain laptops, an instructor station, a projector and wireless access points. A portable screen is also available.

Full descriptions of the classrooms are available on the Library Information web page at <http://hsc.unm.edu/library/education/>.

**Access to the Electronic Classrooms**

The Med2 door is kept locked at all times. A security alarm in Med2 is set each evening and disarmed each morning by HSLIC personnel. HSLIC Administration determines who shall

receive keys and/or security alarm ID codes for Med2 on the basis of need. The HSLIC and HSC Lock Shop are permanent holders of keys. Other keys may be issued for limited time periods as determined by HSLIC Administration.

Two copies of the Med2 key are available at the Service Point for check-out to course instructors.

### **Classroom Guidelines:**

- 1) Food and drink may not be consumed on the premises.
- 2) HSLIC staff in charge of public computing must test application software before the instructor installs it.
- 3) Classroom users must abide by all UNM computer use and software copyright guidelines.
- 4) Faculty developing new courses designed to be taught in a classroom should consult at least 10 business days in advance with the Library regarding room availability and availability of appropriate software.

### **Hours and locations:**

The Med2 classroom is located on the first floor of the Med2 Building, Room # 107/107A. The telephone number in Med2 is 272-0679. A second classroom is located in room 226, HSLIC. The telephone number in room 226 is 272-3637. The mobile classrooms are stored in HSLIC.

The operating hours for both classrooms are 8 a.m. through 8 p.m. Monday through Thursday and 8 a.m. through 5 p.m. on Friday. Regular weekend operating hours begin 30 minutes after the library opens and end one hour before the library closes, or by special arrangement. Technical support is not available weekends or after 5:00 p.m. weekdays except by special arrangement. Service during additional hours may be available for a cost recovery fee.

A technician will be available by calling 272-2311 during all open use hours and during classroom scheduled hours by request of the instructor.

### **Reservations:**

Requesters may check room availability at <https://ems.unm.edu>.

To request use of Med2 or 226, email [HSLICReservations@salud.unm.edu](mailto:HSLICReservations@salud.unm.edu).

To request use of the mobile classrooms, email [Cowherd@salud.unm.edu](mailto:Cowherd@salud.unm.edu).

Reservations are accepted on a first-come, first-served basis, according to the priorities given above. Reservations will not be taken for events more than twelve months in the future.

Requests must be made at least three business days in advance. Requests are subject to availability of space, equipment, and technical support and must be approved by the reservation specialist.

Reservations require information concerning dates, times and equipment needs. The reservation specialist will contact the faculty member/instructor to confirm space availability and equipment. The faculty member/instructor will receive a confirmation of the room reservation via e-mail.

**Only at this point should the requester consider the room reserved.**

**Fees for Service:**

Requests for use of the classroom outside the normal operating hours are available on a fee for service basis.

Instructors whose courses require printing are requested to supply their own paper.

Non-UNM events, such as meetings of professional groups, will be charged a nominal fee for use of the facilities; fees are listed in the HSLIC Non-Standard Service Rates document.

**Exceptions:**

The Med2 classroom is the standby call center site should a disaster require either the New Mexico Poison and Drug Information Center or the Library's Reference and User Support Services to move operations out of the HSLIC building. In the case of such an emergency, classes scheduled in Med2 would be pre-empted.

**References:**

**Internal Reference(s):**

- UNM Business Policy 2500: Acceptable Computer Use  
<http://policy.unm.edu/university-policies/2000/2500.html>
- UNM Business Policy 2510: Computer Use Guidelines  
(Replaced by UNM Business Policy 2520)
- UNM Business Policy 2520: Computer Security Controls and Guidelines  
<http://policy.unm.edu/university-policies/2000/2520.html>
- Public Workstation Use
- Computer Equipment Loans
- Board of Regents Policy Manual, Section 8.1, Special Use of University Facilities  
<http://policy.unm.edu/regents-policies/section-8/8-1.html>