

Library Instruction Room Reservation Contract

You have reserved the room through the library's administrative office for the following date and time:

Date: _____ **Time:** _____

We ask that you observe the following rules when using the Library Instruction Room:

- No software is to be added or deleted from the computer.
- No settings are to be altered.
- If the computer, monitor, or projection system is not functioning properly, inform the library director or library secretary as soon as possible.
- If any of the components of the computer, monitor, or projection system is found to be malfunctioning after your session in the Library Instruction Room and if that malfunction is determined to have been caused by the loading of unapproved software, the altering of any settings, or careless use of the equipment, you will be charged a repair and/or replacement fee.
- You must leave the physical arrangement of the room as you found it.
- You must agree to be responsible for turning out the lights, closing windows and locking the door after your session.

By signing this sheet, you agree to the above terms and assume responsibility for maintaining the classroom.

Student's Signature _____

Professor's Signature _____

Department _____

Date _____

This form should be signed by faculty and student and returned to the library CIRC DESK *BEFORE* the student is given the key to the Library Instruction Room. If you have questions, contact the library's administrative assistant at x5354.