

University/College Library Information Literacy & Instruction Policy

The University/College Library instruction classroom is located in Building 17, Room 104 on Broward College's Central/Davie Campus. This space is designated for library staff to facilitate hands-on instruction for student, faculty, and staff interactive learning.

Use of the classroom is scheduled each semester according to priority of use (see list below) within the aims of the library's information literacy program:

1. BC & FAU information literacy sessions taught by a faculty librarian
2. Workshops on use of library and related resources facilitated by a librarian
3. Training and development sessions for library staff

Scheduling Information Literacy Sessions

To schedule an information literacy session in Room 104, please fill out the [Request for U/CL Information Literacy Session](#) form on the library's web page.

All instruction sessions should be requested a minimum of one week in advance, but no more than 30 days of the requested session date. Faculty may request up to **two sessions** per course reference number for use of Room 104.

To book a faculty librarian to visit your classroom or for additional sessions outside of Room 104, please select dates and times using the "Your classroom" tab on the online form.

Room Use by the Academic Community

When not in use for instruction, Room 104 is available for use as an open computer lab for Broward College students, faculty, and staff. Users will be given 30 minutes' notice of an upcoming instruction session and will need to exit the room 15 minutes prior to the start of the next class. Students in need of a computer for timed exams or lab assignments should visit the Academic Success Center located on the second floor of the library.

Outside Room Requests

While we are eager to accommodate the college's need for space, our information literacy sessions are priority. Instructors who are in need of a classroom with individual computers on campus should reserve a space through Facilities using the [Classroom Lab Request](#) form. Requests must be submitted two weeks in advance.

Appropriate Use of Room

Room 104 is equipped with 25 workstations, chalkboard, whiteboard, projector, and a teaching podium. Because this room is designed for interactive learning, sessions that include hands-on work will be given priority. Sessions that do not incorporate hands-on computer activities should be scheduled in alternate spaces.

Maximum room capacity: 25

At the end of the class, the facilitator is responsible for:

- Turning off the projector, keyboard and mouse (if wireless)
- Locking the room, if not available as an open lab
- Logging off computers, discarding trash, and other housekeeping needs
- Cleaning chalkboards and whiteboards
- Moving directional signs back into 104