

Seminar Rooms Use Policy Seminar Rooms 163 and 174

The Mervyn H. Sterne Library seminar rooms at the University of Alabama at Birmingham are under the administrative direction of the Library. These rooms are designed primarily for instruction by the library faculty for library instruction classes and workshops. The instructional sessions make use of interactive teaching/learning methods, multimedia, and other computer-based source materials available in the classrooms. Library and university classes always have first priority. Other educational sessions will be accommodated when possible. UAB faculty and staff who would like to schedule instruction for their classes should contact the Reference Librarian for Instruction and Outreach at 934-6364 or visit the Library Instruction website at: <https://www.mhsl.uab.edu/ref/instruction.html>. For any other purposes, requests should be made to the Head of Reference Services at 934-6364 or the Library Director at 934-6360.

The Seminar Rooms may be used for the following purposes:

- University classes scheduled for library instruction taught by a librarian;
- High school, middle school, or other outreach classes taught by a librarian;
- Workshops, training sessions, or professional development sessions for UAB faculty and staff;
- Instruction or training conducted by a UAB student with the direct supervision of a UAB faculty member;
- Occasional use by non-profit community groups or organizations subject to the approval of the Head of Reference Services and/or the Library Director;
- Use as collaborative study space to support group study; or
- Other uses at the discretion of the Head of Reference Services and/or the Library Director.

Rules of Use

- Reservations must be made in advance using the Library's electronic calendaring system. The librarian teaching the class will reserve the selected room. Bookings must include the class number, instructor name, contact number, and librarian teaching the class.
- A library faculty member, course instructor, or designated trainer must remain with the class.
- Only persons enrolled in the scheduled session may use the room at the scheduled time.
- No one may alter, tamper, revise, or otherwise change any software, hardware, or equipment.

The seminar rooms may be used when available during regular library hours. Evening classes must be concluded 15 minutes prior to library closing time, and the room must be vacated by closing time. The Seminar Rooms may **not** be scheduled for the following purposes:

- Regular or recurring meetings of any class for an entire semester;
- For any purpose when the library is closed;
- An open lab or a UAB class without the faculty member or course instructor present;
- Instruction, training, or workshops for community users or the general public conducted by any person not employed by or affiliated with UAB without the approval of the Head of Reference Services or the Library Director; or
- Personal or commercial use by UAB faculty, staff, students, or community users.

Decisions regarding immediate use of the seminar rooms will be made by the Head of Reference Services, the Reference Librarian on duty or the Library Director.