



Library Classroom Reservation & Use Policy

There are three designated classrooms in The Claremont Colleges Library:

- Keck Classroom (Mudd 2)
- Digital Tool Shed (Mudd 2)
- Keck 3 Classroom (Mudd 3)

Availability:

During Fall and Spring semesters, while classes are in session, first priority is given to instructional use of the classrooms, in this order:

- Library instruction sessions taught by teaching librarians or library specialists (RTLS, SCL, and DSS) for TCC classes
 - Candidate interviews that require a presentation are an exception to this as they are an important recruitment effort and the Keck Classroom is an ideal location. Every effort will be made to schedule interviews at a time that do not conflict with busy instruction times.
- Center for Teaching and Learning and Digital Humanities workshops and classes (as in-building partners)
- Library-run educational workshops/events (unaffiliated with TCC classes)
- One time use by TCC faculty to teach a single session related to library resources w/out a librarian present (e.g., ArcGIS, research methods, etc.)
 - Request from faculty to teach semester long courses will be considered twice a year, as outlined on the [Library Classroom Request Form](#)
- Library Staff (and in building partners - OCAC, DH, CTL) use for non-instructional purposes (e.g., meetings, trainings, webinars, etc.)
- Student groups
- The Claremont Colleges Services (TCCS) staff use
- All other events/uses

Summer scheduling is handled on a case by case basis.

Scheduling:

- Librarians and library staff can schedule the classrooms directly in EMS.
 - If an instruction request comes up and a classroom has been booked for a meeting or another non-instructional use of lower priority, you may be asked to relocate/reschedule.
- Requests from CTL, DH, OCAC, TCC faculty and staff, and TCCS staff is done through the [Library Classroom Request Form](#)

Room Set Up:

- The three library classrooms all have flexible furniture and can be arranged in any way that works for those using it. During week days the classrooms are reset in the morning according to agreed upon default setup.

A/V: See [the library's website for description of A/V in each classroom](#)

Food/Catering: Allowed. Catering in library spaces must go through [Bon Appetit](#)