

Library Instruction Classroom - Project Plan

Overview

The majority of the library's instruction program happens in a dedicated classroom. This classroom, located in the library, needs to have enough workstations to support a full class of students and a space for the librarian to demonstrate tools and lead discussions. This room must be kept up to date with instruction technologies and have attractive furniture.

Objectives

Space

Classes most often have 22 students per session, but others have as many as 30. We need a space that will accommodate this number of students and more.

Technology

Due to the nature of our instruction including use of library tools and hands on application of demonstrations, we must have a selection of desktop computers available for students to use. Ideally, there should be one for each student (30+). As the number of laptops increase, we can move some desktops out and replace them with space for laptops, monitors, keyboards and mice.

We must also maintain some type of Internet connection for the computers and software that is used for Internet use. This includes, but is not limited too, browsers, document viewing, audio and video playback.

The instructor's station must allow for a librarian to lead demonstrations and workshops for students in the classroom. This includes a permanent desktop computer with speakers as well as a projector and screen. The classroom should be considered mediated by IT and thus get appropriate technological upgrades.

Furniture

How we furnish the room is not the most important part of the classroom, but does play a role in the overall design of the space. There must be enough desk space for 30 computers (laptop or desktop) and still be free space for students to work. There should also be an instructor's podium to allow the instructor to freely move around the room.

Aesthetics of space are often overlooked in the design of a space. Due to daily use, the furniture should frequently be updated to keep it looking clean. New furniture should be purchased to keep the space looking modern, but also to allow easy movement around the room. The furniture should also encourage collaborative learning as well as individual study.

Policies

It is critical to ensure there are policies on how this room can be used. Since the lab is open when not being used there must be someone monitoring it to ensure nothing is stolen or broken. The classroom serves

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the library instruction program; there must be policies in place as to who else can use the room, when they can use it and how to reserve it. Finally, there must be some instructions in the classroom about how technology is used.

Project Team

Sara Marks, Instruction Services Librarian: Project lead 2004-
Robert Foley
Sean Goodlet
Clair Degutis
Charlie Maner

Project Timeline

Fall 2005	<ul style="list-style-type: none">• Initiated discussions to move classroom into underused lab on 3rd floor of classroom.• New space will allow us to increase number of computers.• Sara Marks purchases instructors podium for classroom.• Classroom use policies updated on webpage
Spring 2006	<ul style="list-style-type: none">• Clair Degutis and Sean Goodlet merge classroom spaces• Increase computers from 15 to 30• Mount projector and SMARTBoard
Summer 2006	<ul style="list-style-type: none">• IT updates all computers in lab to Macintosh Dual Cores desktops
Fall 2007	<ul style="list-style-type: none">• Classroom use policies are updated on webpage and published in room.• Begin looking into new furniture with IT