

## **ORIENTATION ROOM POLICY**

The Orientation Room is designed as a classroom specifically for instructional sessions. In keeping with our mission of providing instruction for the development of lifelong user skills the Reference Librarians hold tailor-made instructional sessions for classes that require library use. These "orientations" support, enhance, and promote the academic programs of the University.

Equipment in the Orientation Room include:

- 10 tables
- 35 chairs
- Chalk board
- Overhead projector & screen
- LCD projector
- Laptop computer with presentation software

The Orientation Room may be reserved for University Meetings and other functions, however orientation sessions and other Library uses have priority. Reservations for the Orientation Room shall be made through the Directors Office or a Reference Librarian.

*Revised 12/10/02*