

KL 215 Use and Reservation Policy

The primary use of Kent Library room 215 (KL215), the H.O. Grauel Classroom: Information Literacy and Instructional Technology, is library, information literacy, and archival instruction. Room 215 is also used for internal library functions that cannot be held elsewhere. Reservations requested for other university events are accepted on a case-by-case basis depending on the type of event, the time of semester, and the instruction schedule.

Reservation Practices for Other University Events

- Events must have an academic purpose, either for students, faculty, or staff.
- Reservation requests should be submitted no later than 3 weeks before the event. Exceptions may be made on a case-by-case basis.
- Most information literacy and library instruction occurs from week 2 to week 10 of the fall and spring semesters. During this time, reservations for other university events should not be scheduled during peak hours.
 - Peak hours are 8:00 AM – 5:00 PM Monday through Thursday and 8:00 AM to 3:00 PM Fridays.
 - Exceptions may be made on a case-by-case basis.
- Events may start no earlier than half an hour after the library opens.
- Events may end no later than half an hour before the library closes.

Reservation Process for Other University Events

- Reservations shall be made through the Information Literacy Coordinator. During times that the Information Literacy Coordinator is unavailable, such as the summer sessions, reservations shall be made through the Director of Public Services.
- A name, phone number, and email will be required of anyone making a reservation.
- The Information Literacy Coordinator, or the Director of Public Services, shall share information about reservations as they are booked with the Access Services Coordinator to facilitate the opening and closing of KL215.

Pre-Approved University Events

The following events are pre-approved for scheduling in Kent Library Room 215 if they do not overlap with previously-scheduled library events.

- Center for Scholarship in Teaching and Learning faculty development and instructional technology workshops and institutes during winter session and the summer sessions
- First STEP Orientation advising and enrollment sessions

Library Hours

<https://library.semo.edu/about-us/hours>

Reservation Contact Information

Information Literacy Coordinator: Vacant. Contact Carl Hess.

Email: chess@semo.edu

Phone: 573.651.2748

Director of Public Services: John Baken

Email: jbaken@semo.edu

Phone: 573.986.6793