

# Multimedia Room Use Guidelines

lansing community college library

- LCC students and employees must present a **valid StarCard** to reserve a multimedia room.
- Multimedia rooms **cannot be reserved by persons not affiliated with Lansing Community College.**
- Room reservations can be made up to one month in advance.
- Room reservations may be made by telephone or in person.
- Room reservations are made in two hour time increments.
- Room reservations are posted daily outside of each room.
- Lights must be on when multimedia rooms are in use.
- Users are responsible for their personal belongings when in the Library or Library multimedia rooms. **Please do not leave personal items unattended.**
- Please leave multimedia rooms in the condition you found them. Do not remove furniture or equipment from the multimedia rooms.
- Acceptable uses for multimedia rooms are collaborative or individual study, instructor-student interaction and tutoring.
- Library staff monitors the use of multimedia rooms.
- Users will be asked to vacate a room if there are too many people occupying the room.
- Users will be asked to vacate a room when their time expires if other library patrons are waiting to use the room.
- All Lansing Community College policies apply to use of multimedia rooms.
- The Library's Acceptable Use Policy applies to computer use in multimedia rooms.
- Documents printed from multimedia rooms can be retrieved at the Multimedia Desk.
- Users are responsible for supplying their own disks when downloading data.
- Library staff are unable to offer in-depth instruction on applications available on computers.
- Reservations are cancelled when the patron does not arrive within 15 minutes of the scheduled room reservation.

