

University Libraries Instruction Room Policy

The University Libraries' mission is to support, participate in and enhance the instructional, research, and public service activities of the University of New Mexico. We prioritize service to students, faculty and staff at UNM.

- Use of library classrooms for University Libraries instruction sessions takes precedence over use of the classrooms for any other purpose.
- Library classrooms are generally not for use by groups outside the University Libraries for non-library activities.
- Library classrooms should not be scheduled for regular repeated meetings nor used as a regular classroom.
- Exceptions to these guidelines will be considered on a case-by-case basis. Common exceptions include: UNM intersessions and breaks, high school library instruction scheduled in consultation with UNM librarians, OI&LS courses for occasional class meetings.

Library employees can book classrooms when needed according to the guidelines in this document. The rooms are available via their Outlook Calendars.

For questions about this document, contact Lori Townsend at lt@unm.edu or 277-0419.

For other questions about booking the classrooms, please contact one of the representatives listed below.

Library	Room	No. of computers	Contact
Centennial Science and Engineering Library	253	20	Anne Schultz aschultz@unm.edu 277-4834
Fine Arts and Design Library Room	426	20	Amy Jackson amyjacks@unm.edu 277-1207
Parish Memorial Library	210	Instructor workstation only	Todd Quinn tq@unm.edu 925-9569
Zimmerman Library	254	20	Lori Townsend lt@unm.edu 277-0419
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Note: Instruction room computers have the same software configurations as student computers in the University Libraries.