University/College Library Information Literacy & Instruction Policy

The University/College Library instruction classrooms are in Building 17, Room 162 and Room 146 on Broward College’s Central/Davie Campus. The spaces are designated for library staff to facilitate hands-on instruction for student, faculty, and staff interactive learning.

Use of the classrooms are scheduled each semester according to priority of use (see list below) within the aims of the library’s information literacy program:

1. BC & FAU information literacy sessions taught by a faculty librarian
2. Workshops on use of library and related resources facilitated by a librarian
3. Training and development sessions for library staff

Scheduling Information Literacy Sessions
To schedule an information literacy session, please fill out the Request for U/CL Information Literacy Session form on the library’s web page.

All instruction sessions should be requested a minimum of one week in advance. To book a faculty librarian to visit your classroom or for additional sessions outside of Rooms 162 and 146, please select dates and times using the “Your classroom” tab on the online form.

To enhance learning, Faculty are expected to remain with their class and participate in the instruction session. Faculty members are also requested to avoid unscheduled instruction class trips to the library or to use instruction as a substitute for a Faculty member’s absence.

Room Use by the Academic Community

When not in use for instruction, Room 162 is available for use as an open computer lab for Broward College students, faculty, and staff. Users will be given 30 minutes’ notice of an upcoming instruction session and will need to exit the room 15 minutes prior to the start of the next class. Students in need of a computer for timed exams or lab assignments should visit the Academic Success Center located on the second floor of the library.

Outside Room Requests

While we are eager to accommodate the college’s need for space, our information literacy sessions are priority. Instructors who need a classroom with individual computers on campus should reserve a space through Facilities using the Facilities Agreement Form. Requests must be submitted two weeks in advance.

September 2019
Appropriate Use of Room

Room 162 is equipped with 31 workstations, whiteboard, projector, and a teaching podium. Because this room is designed for interactive learning, sessions that include hands-on work will be given priority. Sessions that do not incorporate hands-on computer activities should be scheduled in Room 146. Room 146 is equipped with 4 workstations, 18 laptops, whiteboard, projector and teaching podium.

At the end of the class, the facilitator is responsible for:

- Turning off the projector, keyboard and mouse (if wireless)
- Locking the room, if not available as an open lab
- Logging off computers, discarding trash, and other housekeeping needs
- Cleaning whiteboards
- Moving directional signs back into 162 or 146