

### Booking Policy for Library Instructional Lab

- The Instructional Services Librarian does not book the lab for instructors who simply need a lab for a class or who wish to render library instruction themselves, nor is the Lab booked for special events even when the requestor is an instructor. The lab is reserved for those instructors who are requesting library instruction rendered by a librarian.
- If any instructor contacts a librarian or staff member (e.g. at the circulation desk) and wishes to book the lab for a class or an event and who does not require or wish to arrange librarian-delivered instruction, the librarian or staff member should refer the requestor to Debbie Mellish [mellish@monmouth.edu](mailto:mellish@monmouth.edu). On the other hand, if the instructor wishes to arrange a library session with a librarian, the request goes to the Instructional Services Librarian **via the library [online form](#)** (under Library Services) – the form gets processed within 3-5 business days. In the case of requests for librarian-delivered instruction, the librarian or staff member should direct the requestor to the online form if at all possible—it expedites the process greatly.
- The protocol is that instructors must place lab-only requests with Debbie Mellish. If it turns out that Debbie cannot find a lab for them, she sometimes contacts the Instructional Services Librarian (as a last resort). If our lab is free, the lab is booked on Debbie's behalf under the name of the instructor. But such requests must come to the Instructional Services Librarian via Debbie, not the instructor.
- This policy ensures that we are consistent and fair to all requesters. If we did not maintain this policy, the Library Instructional Lab would not be available to faculty who wish to avail themselves of librarian-delivered instruction. Of course, during the summer and exam periods, when library instruction is not rendered or rendered infrequently, the rules are definitely relaxed.

Amended 11/9/2012

Beth Meszaros, Reference & Instructional Services Librarian