

## GUIDELINES FOR USING THE BELFER CLASSROOM

### Who can use the room?

The Belfer Classroom is intended for instruction by Syracuse University faculty, graduate teaching assistants, and librarians. Class sessions must make use of collections in the Belfer Audio Archive or of the Belfer recording studio.

### How can someone arrange to make use of the room?

You can direct requests to use the Belfer Classroom to [scrc@syr.edu](mailto:scrc@syr.edu) or 315-443-2697. Please be sure to contact us at least 2 weeks in advance. All requestors approved to use the room will be given an orientation by Special Collections staff regarding the technology and policies/procedures for the space and will be asked to register with special collections.

### When is the room available?

The room may be scheduled between 9 a.m. and 5 p.m., Monday through Friday. Requests to use this classroom outside of the regular operating hours will be taken on a case by case basis and is subject to approval. The room may be requested on a recurring basis if the class involves regular use of special collections material.

### What is the room's capacity?

The maximum capacity of the room is 25.

### What equipment is available for use in the room?

The room includes:

- » SMARTBoard Projection Technology
- » DVD/VHS Combo
- » BluRay DVD Player
- » Gaming System
- » Xbox
- » Playstation 3
- » Nintendo Wii
- » PC Computer
- » External drives (flash/usb)
- » PC and wireless access to Internet

- » Turntable
- » JBL 7.1 Surround Speaker System
- » Denon A/V Receiver/Switcher/Surround Processor
- » Portable HD Camera - (No camera is currently in the room, 09/28/2011)
- » Wireless Mic System
- » Handheld and Lavalier

Staff are available to provide hand's-on guidance in using the classroom.

## **What are the policies and procedures to follow once the room use has been approved?**

Due to the special nature of the location of the room, its equipment, and the potential use of Belfer Audio Archive Collection within the room, there are some basic rules and regulations regarding the following:

### No Food, No beverages in open containers

There are no exceptions. All food and any drink in open containers must be left outside room or placed in backpack/bag and put in a designated coat room outside the classroom.

### Personal belongings

Personal belongings (backpacks/bags/coats) are allowed in the Belfer classroom only when no Belfer collection materials are being used. When pieces from the Belfer collection are being used in the instruction session, we ask that all personal belongings be put in the coat room across from the classroom.

### Writing Utensils

As long as Belfer Audio Archive collection material is not present, there are no restrictions on writing utensils. When Belfer collection material is being used we ask that students use only pencils and loose paper we provide.

### Set up

Tables/Chairs can be configured in different ways. It is best to arrange this prior to collection material being placed in the classroom. When class is finished please return tables and chairs to original configuration.

### Lights

The Lights will automatically come on when you enter the Belfer classroom. To turn the lights off press the bottom button on the light panel on the West wall. All lights and equipment must be shut off at the end of class.

### Sound Levels

The Belfer classroom is adjacent to Staff offices and the Audio Preservation Lab. Please keep voices and audio at a reasonable level. If louder than normal volume is needed for a demonstration, etc., please communicate this to the Special Collections/Belfer Staff before the class occurs.