

ELECTRONIC TRAINING CLASSROOM

LOWER LEVEL, ROOM 046

Purpose of room

The Electronic Training Classroom (ETC) Room is available for use by Library faculty, staff, and sponsored guests for academic class purposes. The ETC is not to be used for recreational or social purposes.

Location

The ETC Room is located on the south side (University Avenue) perimeter of the Lower Level of Bird Library. (see the [Bird Library Lower Level Floor Map](#)).

Priority for use of Room

1. Library-provided instruction sessions
2. Non-Library-sponsored instruction sessions

Individuals with a lower priority must relinquish the room to those with a higher-priority.

Hours available for reservation

The ETC Room is available during the hours the first floor Learning Commons service desk is open and staffed (see [Weekly Service Desk Hours](#)). Functions requiring media equipment must allow a 15-minute set-up time after this desk opens. All functions must be concluded at least 30 minutes prior to this floor closing.

Room capacity

The standard furniture layout seats 30. Room capacity may not exceed 30 people.

Technology available

Wireless, Ethernet, Projection equipment, telephone jack. The host of the function is responsible for operation of the equipment during the event.

All equipment is set up for self- service. The host of the function is responsible for setup, operation, and shutdown of the equipment. Libraries staff should arrange for training prior to room use. Departmental Technology Associates provide room training for employees in their respective departments.

Food and Drink allowed?

No.

General Room Policies

[General Room Policy \[PDF\]](#)

[Reserve a Room](#)

To cancel a room reservation contact Library Administration at 443-2573.

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