FMHI Research Library Teaching Lab

INTRODUCTION (PURPOSE AND INTENT)
This document outlines access and use provisions for the FMHI Research Library Teaching Lab located in MHC1739.

STATEMENT OF POLICY
The FMHI Research Library Teaching Lab is primarily designed to facilitate the instructional services and activities of librarians at the Florida Mental Health Institute Research Library and faculty and staff of the USF College of Behavioral and Community Sciences.

Secondary uses must be coordinated with the librarians at the FMHI Research Library. Secondary uses of the lab include other, professional activities sponsored by the College of Behavioral and Community Sciences and affiliate entities. Such activities may include small meetings, workshops, seminars, presentations, and conferences that require the use of technology made available in the Teaching Lab.

The following procedures apply to use of the Teaching Lab:

1. Authorized users of the Teaching Lab include USF faculty and staff. Students may petition an FMHI Librarian to use the Teaching Lab for large study or research group meetings.
2. FMHI Librarians receive first priority for scheduling the Teaching Lab.
3. USF faculty, staff and students must present a valid USF ID card to library staff to reserve the Teaching Lab. The user presenting the USF ID card is responsible for all equipment maintained in the lab at the time of use. Equipment currently includes: (1) desktop computer with peripherals and (1) LED screen. A separate request must be made to use the laptop computers.
   a. Equipment may not be removed from the Teaching Lab.
   b. Users of the Teaching Lab should report missing or damaged items to avoid potential responsibility for replacement costs.
   c. Library staff reserves the right to inspect all equipment following use of the Teaching Lab.
4. No more than 25 individuals may use the Teaching Lab at one time.
5. The level of noise emanating from the Teaching Lab may not exceed acceptable levels of noise in the Library's common areas. Shouting, loud music, loud videos, and other sources of blatant noise are not permitted. Users not adhering to acceptable levels of noise may be asked to terminate use of the room.
6. All trash and recycling must be disposed of in bins located in the Library's common areas.
7. Users must ensure that tables, chairs and computers are returned to their appropriate location.
8. Library staff reserves the right to limit use of the room.

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