



## LRC/Library Classroom Request Form

The Library Classroom (LRC Room 203) is reserved for librarian instruction of library resources. Non-library faculty may reserve this room for special instruction sessions as needed. This instruction classroom includes:

- 40 student workstations
- 1 instructional computer
- 2 disability accessible workstations
- Altiris software for workstation control
- Black-and-white and color printers
- Elmo overhead projection of non-translucent items
- VHS/DVD unit
- LCD projector
- Internet access from all workstations

Non-library faculty are limited to 2 reservations per class per semester. The Library Classroom is not a computer lab; students working on their own should be directed to the Computing Commons on the first floor of the LRC.

To reserve the Library Classroom, print and complete this form. Bring it to the reference desk at the LRC; we will schedule your reservation at that time. You can also make reservations for the Library Classroom by contacting the librarians at [library@cos.edu](mailto:library@cos.edu) or 559-737-6179.

Instructor's name: \_\_\_\_\_

Office phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_

Course name: \_\_\_\_\_

Number of students: \_\_\_\_\_

First Date/Time choice: \_\_\_\_\_

Second Date/Time choice: \_\_\_\_\_