

## Classroom Policy for UW Libraries

The purpose of classroom space in the Libraries is librarian-led instruction. There is no space available for recurring, non-library instruction.

Scheduling of classrooms will be restricted to library instruction during the first eight weeks of classes during the fall and spring semesters. Any other uses during this time requires the approval of the department or division head. During other times, UW-affiliates may schedule the classrooms for one-time instruction on a space-available basis, **However, any group may be bumped if the space is needed for library instruction.** Classrooms will be scheduled to match the actual technology needs of the event whenever possible.

Please note the following regarding classroom space in the Libraries:

- Classroom 216 may be opened by User Services during peak times of the semester as an open computer lab, making it unavailable for reservations.
- Non-UW groups may not schedule the classrooms.
- Covered drinks are allowed in the classrooms; food is not allowed.

All reservations must conform to [General Policies for Coe Library Space](#). The order of priority for use is as follows:

1. Library Instruction and other Research & Instruction Department use.
2. UW Libraries departments and Coe Library occupants (LeaRN, Ellbogen Center for Teaching and Learning, Writing Center, Information Technology).
3. Other UW departments and groups

To request use of Coe 216 or 218, send an email to [coeref@uwyo.edu](mailto:coeref@uwyo.edu). Please note: Coe 121 is no longer a regular classroom and is unavailable for scheduling. It is now part of the Student Learning Commons.

Updated 2023