Library Instruction Scheduling Policy and Procedures

In order to provide the best service to the entire CNM community, Library Instruction and Library Instructional Lab scheduling will follow standard procedures. Main and Westside Campus Libraries have technology enriched spaces in which to conduct Library Instruction and to provide for follow-up research, by reservation with the Library Instruction Scheduler for the respective campus. At ATC, Montoya, Rio Rancho and South Valley Campuses, Library Instruction is provided in ACE Labs, and scheduling must be coordinated with the Library and the Lab scheduler. A web form for scheduling Library Instruction or reserving the lab for use is provided on the CNM Libraries website, under Services, For Faculty, Schedule Library Instruction. Preference is given to Library-related use of the Library Instructional Labs. Library Instructional Labs are not available for regular class meetings or testing.

The following procedures will be in effect regarding scheduling of Library Instruction and Lab use.

All Scheduling must be done with the respective library’s scheduler via phone, email or web-based form

1. Library Instruction Scheduling
   a. Must be scheduled at least one week in advance by the Instructor
   b. Preferred and alternated dates must be indicated to ensure that you class will be accommodated.
   c. Confirmation of your request will be mailed to the email address you provide.
   d. Once confirmed, please provide at least 24 hours notice of change or cancellation.
   e. Instructor attendance is expected at each Library Instruction session.
   f. The time limit for a library instruction session is 60 minutes.

2. Library Group Study – Research Day Reservations
   a. Must be scheduled at least one week in advance by the Instructor, using a separate form.
   b. Preferred and alternate dates must be indicated to ensure your class will be accommodated.
   c. Must be preceded in the same term by a formal Library Instruction session.
   d. Research Days are limited to two per term/per course-section, following Library Instruction.
   e. Instructor must be present.
   f. Library staff will be available on-call, to help individual students as needed.

3. Non-Library Instruction-Related Events - Reserve the Lab Only
   a. Must be scheduled no more than one week in advance.
   b. No library staff support or instruction will be available.
   c. Sponsor must remain on site during the time reserved.
   d. No recurring events, each date must be scheduled separately.
   e. May occur outside the library’s normal operating hours, with approval and access provided by Security.