

## **Policy for the Use of Library Classroom, Room 233**

The primary purpose of the Edwin H. Mookini Library Classroom (Room 233) is for utilization and support of the Library Instruction Program. The secondary purposes for the use of the Library Classroom is to provide additional computer access for UHH and HawCC students and to support other special library-related activities.

To facilitate support for these purposes, the following policy concerning the use of Room 233 has been established:

- Limited library instruction will be scheduled during the first full week of the academic semester.
- During the second through the twelfth weeks of the fall and spring semesters, Room 233 is for the exclusive use of the Edwin H. Mookini Library Instruction Program during the hours of 8 am to 4:30 pm, Monday through Friday. Additional library instruction sessions may also be scheduled during the evening hours, and on the weekends, in the second through the twelfth weeks of the fall and spring semesters.
- During the fall and spring semesters, Room 233 will be available as an additional student PC Lab, Monday through Thursday after 4:30 pm and during library hours on Saturday and Sunday unless library instruction has been scheduled.
- Starting with the thirteenth week of the fall and spring semesters, Room 233 will be open as an additional student PC Lab Monday through Friday between 8:00 and 4:30 pm, unless library instruction or other special library-related activities have been scheduled.
- For security reasons, and because PC usage is typically minimal, Room 233 will be closed during semester and Spring breaks, and interim sessions when State-supported classes are not in session. Exceptions are made for special library instruction sessions or other special library-related activities.

Approved 4/27/04 (Reference Meeting)