

Media Viewing Room Policies

The Media Viewing Room (M.V.R.) is an auditorium style seating classroom. The room has a seating capacity of fifty-two. It is used when faculty and staff have the need to use multi-media including VHS videotape, DVD playback, computer graphics, internet connection, etc. The following procedures and guidelines have been established and are currently applicable to scheduling and use of the Media Viewing Room.

1. Media Viewing Room Hours: Monday – Friday 8:00 a.m. – 5:00 p.m.
After Hours, Monday – Thursday 5:00 p.m. – 10:00 p.m.
Other hours may be arranged for use during regular library hours.
2. The Media Viewing Room is located on the first floor of the Louis J. Blume Library.
3. The Media Viewing Room is to be used **only** for academic purposes. It can be reserved by phone or in person within the Academic Imaging and Media Center (A.I.M.C.)(x3501).
4. Under no circumstance can the MVR be scheduled for a single class for a complete semester. It is not a classroom, but a special media room for occasional use.
5. It's in the best interest of the user to understand how to operate the equipment within the room. Prior instruction in the use of the equipment in the Media Viewing Room is a prerequisite.
6. The M.V.R. requires set up time prior to use. It's necessary to communicate requirements when reserving the room so that it will be prepared properly. This will allow A.I.M.C. staff time to configure the room before guests/students arrive to use the room.
7. Arrangements can be made to have a laptop available for use within the MVR. The MVR does not have a dedicated laptop for use within the room.
8. Class sessions are to be held in the Media Viewing Room only when accompanied by a faculty member.
9. Students preparing to present for a class scheduled to be held in the Media Viewing Room may request training to use the room and permission to practice in the space. Practice sessions can be scheduled to take place during normal business hours of the A.I.M.C.
10. The following are prohibited within the Media Viewing Room:
 - Food and Beverages
 - Use of the facility by Organizations, including sororities and fraternities
 - Use of the facility by other non-University affiliated groups
 - Personal use of the facility.

NOTE: THE ACADEMIC IMAGING AND MEDIA CENTER RESERVES THE RIGHT TO MODIFY THIS POLICY AT ANY TIME WITHOUT ADVANCE NOTICE.