Cline Library Learning Studio: Policies and Procedures

The Learning Studio is available for semester-long classes and other events, with semester-long classes given top priority.

Scheduling

Semester-Long Classes

Semester-long classes will comply with the [Schedule Build Timelines](#) determined by the Registrar's Office. Requests to teach in the Learning Studio should be submitted to your department's class scheduler.

Classes will be scheduled in the Learning Studio based on enrollment size (generally > 50) and demonstrated need for the design of the room and available technology. Requests that require an exception to the minimum enrollment requirement will be considered on a first-come first-served basis.

One-time Events

One-time events may be scheduled by NAU faculty, staff, and students any time the library is open and the Learning Studio is not scheduled for semester-long classes. One-time events should meet the same requirements listed under Semester-long Classes, above. Exceptions to the enrollment requirement may be made on a case by case basis if there is a demonstrated need for the features and equipment in the Learning Studio.

Schedule Changes and Exams

At the beginning of the semester, please tell us about any dates when your class is not scheduled to meet in the Learning Studio. Once the semester starts, if you need to cancel a class due to illness or last minute events, please notify us by phone at 523-6818 or by email at library.learningstudio@nau.edu. We will then place signs informing your students of your cancelled class. If you end class early, please notify us by phone at 523-6818 so we can secure the room.

Please tell us about any special needs or changes associated with exams as soon as possible. We can provide a higher level of technology support during exams if needed, including testing all required functionality in advance.

Please end your classes on time, so we have enough time to prepare the room for the next class. If you need to stay behind to talk with students, feel free to do that in Room 240 just outside the classroom. Please ask your students not to linger in the room after class.

Access to the Learning Studio

Before the first day of classes, please ensure that you have a current NAU ID card that works with the Learning Studio card readers. All instructors who teach in the Learning Studio must have their own ID card for access to the room.

A staff person will be available 20 minutes before each class session. We ask that you arrive at this time to allow sufficient setup time for your class.

Please call 523-6818 if the classroom is locked at your scheduled time or if a staff person has not arrived at the scheduled setup time for your class.

We recommend unlocking both doors to the classroom, so students can use either entrance.

Technology, Training, and Support

The [Learning Studio website](#) contains a complete list of technology and other features of the Learning Studio. If you need any equipment or software that is not already in the Learning Studio, please notify us at least 4 weeks before the start of the semester, so we have time to evaluate your request and determine how best to meet your need.

We provide training to all instructors using the Learning Studio for the first time. Please call 523-6809 or email library.learningstudio@nau.edu to schedule your training. Refresher training is also available, as well as customized training focused on a particular function.

Technology support staff are available anytime classes are in session in the Learning Studio and can assist you within moments of being asked. If you need help with anything in the room or if something is not working properly, please call 523-6818. You can also let us know about minor problems when we come in after class to prepare the room for the next class.

There are two attendance readers in the classroom, just inside each door. If you wish to use them for your classes, please contact Larry Macphee at the e-Learning Center for more information.

Room Safety and Maintenance

The maximum capacity of the room is 75. Please be sure that no more than 75 people are in the room.

Please treat all equipment in the classroom gently. Cables and other small parts damage easily; please ask your students to handle them with care.

Please don't use tacks, nails, clear tape, or other unapproved adhesives to attach anything to surfaces in the classroom or elsewhere in the library. We can provide blue masking tape for this purpose upon request.

Our support staff have a small amount of time between classes to prepare the room for the next class. Please help us make sure the room is ready for the next class by observing the following guidelines:

- If you or your students have moved any furniture outside of the classroom, please return it to the room before you leave.
- Please ask your students to place trash in the trash cans outside the classroom when they leave.
- When students use the laptops, please ask them to shut the laptops down and put them on the carts as they leave class. Doing so will ensure that student accounts are secured and laptops are fully charged for the next class.
- When students use the writeable glass, please ask them to wipe it off before they leave. That will help us get everything cleaned off in time for the next class.

Food, Beverages, and Catering

Food and beverages are allowed in the Learning Studio. You may decide to restrict food and beverages for your students during your class time.

Catering must be approved prior to your session date. Please contact us at library.learningstudio@nau.edu, and we will work with your group and Sodexo to coordinate table arrangements and setup and clean up times. We will also provide tables. All groups are responsible for abiding by Dining Services policies, cleanup responsibilities, and return of catering equipment.