



LRC 113 or 211 Room Request

Oregon Tech students, faculty and staff may ask to schedule a reoccurring reservation for either the LRC 113 Active Learning Lab or the LRC 211 Study Room.

Please fill out this form and return it to the Library Help Desk. If you need help right away, please bring this form to the Library Administration Office LRC 216 or email libtech@oit.edu and we will try to accommodate you the best we can.

Today's Date: _____

Name: _____ 918# _____

Preferred contact method:

Phone: _____ Email: _____

Room Requested: _____ **LRC 113** Active Learning Lab _____ **LRC 211** Study Room

Dates Needed: _____
(e.g. Monday's & Thursday starting 04/24/17 and ending on 06/01/17)

Times Needed: _____
(e.g. 10:00am-11:00am)

Reason for Reservation (Course Name, Number of Participates, Other Reason)

Approved/Date: _____

Denied/Reason/Date: _____

Policy for LRC 113 Active Learning Lab

LRC 113 is primarily used for classes in Information Literacy. It also provides additional study space for student use during the library's busy hours.

Library faculty and staff have priority in the use of the room.

The library makes LRC 113 available to Oregon Tech faculty and staff to reserve on an as-available basis for one-time classes and meetings. Anyone wishing to reserve LRC 113 should contact the Library Administrative Office staff at 541.885.1775.

Please be aware that conversation or presentation volume should be confined to the room. Drinks are allowed in closed containers only.

Note: Students may also reserve this space for presentation practice or large group meetings that need a digital projector. Laptops are available for use in this room and can be checked out from the Library Help Desk.

Policy for LRC 211 Study Room

LRC 211 is a large study room that contains a computer, several whiteboards, a Smart Board, electrical outlets, WiFi, and flexible seating. LRC 211 is located on the second floor of the Learning Resources Center (LRC) Building.

LRC 211 can be reserved by students, faculty, and staff on an as-available basis for one-time meetings and study sessions for groups of four or more. Reservations can be made by visiting or calling the Library Help Desk 541.885.1771. Additional time (up to one hour) may be requested at the Library Help Desk.

To reserve LRC 211 for recurring events, contact the Library Administration Office staff at 541.885.1775.

Before booking LRC 211, make sure to review the library study room policy and note that the library reserves the right to restrict reservations for this room to a minimum of four or more people. Conversation or presentation volume should be confined to the room.