



6107 McKeldin Library (Instruction Lab)

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POLICY ON USE OF MCKELDIN LIBRARY INSTRUCTION LABS

The University Libraries Policy on the Use of McKeldin Library Instruction Labs is posted in each of the instruction labs:

University Libraries Policy on the Use of McKeldin Library Instruction Labs

1. This room is designated as public space available to library users on a first-come, first-served basis throughout much of the year. Please talk quietly to avoid disturbing others.
2. At certain times of the year, this room is designated as a classroom where library staff will be given priority to conduct presentations. During these periods, this room will be unavailable for public use. Signs will be posted in advance to notify users when this room is reserved for this purpose.

Users are requested to exit this room at least 15 minutes prior to the start of scheduled presentations or earlier as requested by staff.

Silent study? Quiet study? Group study?

This room is not designated as a silent, quiet or group study space. Locate the type of study space you need by referring to the floor maps located near each elevator, or ask staff for assistance at the 1st floor Information/Reference Desk.

Conduct:

All library users are expected to adhere to the Libraries' Code of Conduct Policy for Users:
www.lib.umd.edu/PASD/code

MCK 6107: SIZE, LAYOUT, DESCRIPTION

Size of Room: 1,309 sq. ft.

Capacity:

There are 33 computers (29 PCs including the instructor's computer and 4 Macs) in this lab. 6107 can safely accommodate no more than **40 people** at one time, as determined by the *Fire Marshall's Office*.

Description:

Located on the 6th floor of McKeldin Library, 6107 is arranged in a conventional classroom configuration. There is an instructor's computer at the head of the room, as well as a lectern. Tables (with computers) are arranged in two rows. There is a ceiling mounted LCD projector (operated by remote control) and a wall screen that can be moved UP or DOWN. A moveable whiteboard is positioned at the front of the room. There is a table for handouts. Additional chairs can be made available.

PHOTO

See a photo of this room at: <http://www.lib.umd.edu/UES/6107.html>.

FURNITURE AND EQUIPMENT

Note: Some equipment is available only by request during the public access season.

- 33 computers (with DVD drive)
- Computer tables & chairs
- Flipchart & paper
- LCD projector & remote control
- Lectern
- MLA and APA citation manual (1 copy each)
- Screen (can move UP/DOWN)
- Stools (2)
- Storage room
- Table
- Whiteboard (moveable)

COMPUTER SPECS

- **PCs**

Element	Specification
No. of computers:	29 PC's
Computer	Dell OptiPlex 755
Operating system:	Windows 7
CPU size:	2.80 GHz
RAM:	3 GB
Storage:	75 GB
Browsers:	Internet Explorer (latest version) Google Chrome (latest version) Mozilla Firefox (latest version)
Computer speakers:	The computers have speakers
DVD/CD-RW drive:	Yes, this computer has this
Printer:	Yes, all computers are networked to the Pay-for-Print printers located on the 1st, 2nd, and 6th floors
USB ports:	Yes, this computer has USB ports on the CPU and the left side of the monitor

- **Macs**

Element	Specification
No. of computers:	4 student computers
Computer	iMac
Operating system:	Snow Leopard
CPU size:	2.80 GHz
RAM:	4 GB
Storage:	1 TB
Browsers:	Safari (latest version) Google Chrome (latest version) Mozilla Firefox (latest version)
Computer speakers:	The computers have speakers
DVD/CD-RW drive:	Yes, this computer has this
Printer:	Yes, all computers are networked to the Pay-for-Print printers located on the 1st, 2nd, and 6th floors
USB ports:	Yes, this computer has 4 USB ports located on the back of the monitor

TWO SEASONS:

McKeldin Library's three instruction labs (e.g. MCK 6101, 6103, 6107) serve users year-round.

During most of the year labs will be open to the public; this period is referred to as the **1. Public access season**.

At other times of the year, labs will be closed to the public so that staff may conduct formal classes, staff training and other activities; this period is referred to as the **2. Instruction season**.

To see these two seasons mapped out by semester, see the Lab Calendar at:

<http://libi.lib.umd.edu/groups/user-education-services-ues/instruction-labs/lab-calendar> (staff only).
Dates are subject to change.

1. PUBLIC ACCESS SEASON: OPENING & CLOSING PROCEDURES

STEPS REQUIRED TO SET UP A LAB:

Step 1 – Enter the room

During *public access season*, lab doors will be propped open, and door codes will be made inoperable.

Step 2 - Make an announcement to users

You are advised to show up at least **15 minutes** prior to the start of your session to set up. It is your responsibility to verbally announce to users that they will need to exit the room. If users become argumentative or refuse to leave the lab, refer them to the **Room Use Policy** posted on the wall. All users are subject to the Libraries' **Code of Conduct Policy**. Report any disturbance to Campus Police at **301-405-3555** (non-emergency number).

Step 3 - Set up the computers

Remove the cover from the instructor's computer. Students may access the University's desktop by simply logging on to a computer with their **Directory ID** and **Password**.

Press: Ctrl-Alt-Delete
User name: Enter Directory ID
Password: Enter Password
Log on to: UMD.EDU (Kerberos Realm)

However, you have the option of logging all of the lab computers on to the **instruction profile** before your class begins. Choosing this option will help you maximize instruction time and provide a uniform seamless experience, regardless of how they have customized their individual profiles.

If you opt to log on to the **instruction profile**, follow these steps. Please do not share the account information with non-library staff, e.g. students, course faculty, general public, etc.

Press: Ctrl-Alt-Delete
User name: Request this information from User Education Services!
Password: Request this information from User Education Services!
Log on to: LIBWK610XXXXXX (this computer)

Step 4 - Turn on the projector

Turn ON the remote control by pushing its switch from OFF to ON (see upper left side). Use the remote control to turn the projector ON. Point it directly at the projector and press the **green** power button for about 5 seconds. Sometimes it is best to turn OFF the ceiling lights as glare can interfere with the remote control working properly. The projector will need a minute or two to warm up before projecting to the screen.

Note: Dry erase markers and erasers

Plan in advance. Obtain your own supply of dry erase markers and easers, or drop by User Education Services for some; we are located in McKeldin Library, 4120.

IMPORTANT NOTES:

- The CPUs and monitors can remain safely **ON** 24-hours a day, 7-days a week. **Do not turn them OFF.**
- These computers belong to the University of Maryland. Installing or modifying existing software or network configurations on lab computers is a violation of University of Maryland [Policy on the Acceptable Use of Information Technology Resources](#). Violators will be subject to sanctions of the [Code of Student Conduct](#).

STEPS REQUIRED TO CLOSE DOWN A LAB:

Be considerate of others using the instruction lab next by following these steps:

- **Important:** Please insure that the equipment is in good working order when you leave. Do not leave unreported technical problems for others to manage.
- **Report all problems to the ITD Help Desk at 301-405-9188 and notify User Education Services at 301-405-9070 if they are likely to affect other classes.**
- Turn OFF the LCD (ceiling) projector. Bulbs are very expensive and difficult to replace.
- Discard trash. Recycle stray handouts. Straighten chairs. Erase the whiteboard.
- Log off all computers before you leave, no matter what profile was used. Press Ctrl-Alt-Del and click on Log Off.
- Replace the cover on the instructor's computer, making sure the entire console and chair is covered.
- Leave the door open and the lights on.

2. INSTRUCTION SEASON: OPENING & CLOSING PROCEDURES

STEPS REQUIRED TO SET UP A LAB:

Step 1 – Enter the room

During *instruction season*, lab doors will be closed, and door codes will be required.

Step 2 - Set up the computers

Computers should remain logged on to the ***instruction profile*** during the instruction season. This will maximize instruction time and provide a uniform seamless experience for users, regardless of how they have customized their individual profiles. Typically, the monitor will go dark or display a screen saver while idle. Move the mouse or press the SHIFT key to restore the screen.

Step 3 - Turn on the projector

Turn ON the remote control by pushing its switch from OFF to ON (see upper left side). Use the remote control to turn the projector ON. Point it directly at the projector and press the **green** power button for about 5 seconds. Sometimes it is best to turn OFF the ceiling lights as glare can interfere with the remote control working properly. The projector will need a minute or two to warm up before projecting to the screen.

Note: Dry erase markers and erasers

During the instruction season, dry erase markers and erasers will be available in the labs. **IMPORTANT NOTES:**

- The CPUs and monitors can remain safely **ON** 24-hours a day, 7-days a week. **Do not turn them OFF.**
- These computers belong to the University of Maryland. Installing or modifying existing software or network configurations on lab computers is a violation of University of Maryland [Policy on the Acceptable Use of Information Technology Resources](#). Violators will be subject to sanctions of the [Code of Student Conduct](#).

STEPS REQUIRED TO CLOSE DOWN A LAB:

Be considerate of others using the instruction lab next by following these steps:

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- **Report all problems to the ITD Help Desk at 301-405-9188 and notify User Education Services at 301-405-9070 if they are likely to affect other classes.**
- Turn OFF the LCD (ceiling) projector. Bulbs are very expensive and difficult to replace.
- Discard trash. Recycle stray handouts. Straighten chairs. Erase the whiteboard.
- Close all computer applications (e.g., IE, PowerPoint, etc).
- Leave the computers ON (both CPU and monitor) and LOGGED ON to the ***instruction profile***.
- Turn OFF the room lights.
- Make sure the instruction room door is locked behind you. Do not leave guest lecturers, students or others unattended in the lab.

HOW DO I ... TURN ON THE LIGHTS?

- Located on the *left* as you enter the instruction room is a panel of light switches. Flip each switch UP to turn ON the room lights.

HOW DO I ... TURN ON THE LCD PROJECTOR?

NOTE: To avoid delays, it is suggested that you turn OFF the ceiling lights BEFORE attempting to turn ON the LCD projector. Why?

Sometimes the ceiling lights interfere with the laser from the remote control which in turn prevents the LCD projector from turning ON.

- Use the **SONY remote control** to turn the LCD projector **ON**. Point it directly at the LCD projector and press the **orange power button** down for about **5-6** seconds.
- The projector needs a minute-or-two to warm up before it can project.

TO TURN OFF THE LCD PROJECTOR:

NOTE: To avoid delays, it is suggested that you turn OFF the ceiling lights BEFORE attempting to turn OFF the LCD projector. Why?

Sometimes the ceiling lights interfere with the laser from the remote control which in turn prevents the LCD projector from turning ON.

- Close all open applications (e.g., Firefox).
- Point the **SONY remote control** directly at the LCD projector and press the **orange power button**. You will be prompted to make sure you want to turn the projector off. Press the **orange power button again**. It will take a few seconds for the projector to shut off as it will take a few minutes for the bulb to completely cool down. You might hear the LCD's internal fan working to cool the unit.



HOW DO I ... WATCH A DVD?

- Make sure that the instructor's computer is logged on and that the LCD projector is turned on.
- Turn on the small **computer speakers** located on the table behind the monitor by pressing in the power button located on the front of the one to the left. Notice the volume control knob; this controls the volume.
- **Insert DVD** into the drive in the tower located under the desk. The DVD will automatically begin playing.
- **Control the playback** by clicking on the appropriate button on the taskbar that appears across the bottom of the monitor. If it is not visible, jiggle the mouse to make it appear.
- When the DVD is over, press **stop and exit** out of the Cyberlink Power DVD interface by clicking on the EXIT button on the left side of the Cyberlink taskbar.
- **Turn off the speakers** by pushing in the power button on the speaker to the left.
- Don't forget to take your DVD with you.

PROBLEMS?

If you exit out of the Cyberlink Power DVD interface early and need to get back in, the easiest way to do this is to **eject the DVD and insert it again**. The DVD will automatically begin playing.

Alternatively:

- Click on the **MY Computer** icon on the desktop.
- In the window that appears, **right click once** on the **D: drive** icon and select **Play with PowerDVD** from the menu that appears.

HOW DO I ... INSTALL SOFTWARE, CHANGE SETTINGS, ADD PLUG-INS?

- **Sorry, you can't.** Do not add or change computer or monitor configurations in this (or any other) instruction lab without permission. In advance of your session, contact **User Education Services** at 301-405-9070 so arrangements can be made with staff from the Libraries' Information Technology Division (ITD) to make the desired changes for you.
- Unauthorized software will be removed without notice.
- These computers belong to the University of Maryland. Installing or modifying existing software or network configurations on lab computers is a violation of University of Maryland [Policy on the Acceptable Use of Information Technology Resources](#). Violators will be subject to sanctions of the [Code of Student Conduct](#).

HOW DO I ... CLEAR THE BROWSER'S CACHE?

Sometimes problems with web pages including subscription databases can be solved by clearing your browser's cache (the temporary stored information taken from web pages you have visited).

In Internet Explorer (IE):

- Click on "Tools."
- Scroll down and click on "Internet Options."
- Under the heading "Browsing history" click on "Delete."
- Click on "Delete all" then "Yes."
- Click on "OK."

In Firefox (Mozilla):

- Click on "Tools."
- Scroll down and click on "Clear private data."
- Click on "Clear private data now."

HOW DO I ... PRINT?

Instruction lab computers are connected to the Pay-for-Print printers on the 1st, 2nd, and 6th floors.

- Click on **File > Print** or click on the printer icon located on the software application's upper toolbar.
- Select **MckBlack1** for black-and-white print jobs or **Mckcolor1** for color print jobs.
- The Pharos dialogue box will appear. Enter your name and a word or phrase to help you identify your job at the printer.
- Use the Pharos Station at the Pay-for-Print printers on the 1st, 2nd, or 6th floors to release your print job. You can pay for printing with a **Terrapin Express** account on your University I.D. card or a **Photocopy Card** available for purchase on the 1st floor. For more information, see www.lib.umd.edu/UES/pay_for_print.html.

HOW DO I ... CONNECT MY LAPTOP?

TO CONNECT YOUR LAPTOP TO WIRELESS INTERNET:

- You must be a student, faculty or staff member at the University of Maryland to use wireless Internet access.
- Configure your laptop to connect to the University's wireless network by starting at www.oit.umd.edu/nts/noc/wireless/connect.html.

Visitors may use their laptops in the Libraries, but they will not be able to access the Internet. Visitors are invited to use any of the Libraries' public computers to access the Web. Only UM College Park students, faculty, and staff are permitted to access the Internet using their laptops on campus. UMUC students and faculty are considered visitors.

TO CONNECT YOUR LAPTOP TO THE PROJECTOR:

- **It is not as easy as you think.** Do not do this yourself. Staff from UM Libraries' Information Technology Division (ITD) must do this because of the Libraries' networked system.
- In advance of your session, contact **User Education Services** at **301-405-9070** so that arrangements can be made to properly connect your laptop to the system.
- Once your laptop is disconnected, make sure staff from ITD reconnects all cables before the next group comes in to use the lab.

HOW DO I ... GET HELP NOW?

Don't panic! Follow these steps:

- Pick up the phone and call the ITD Help Desk at **301-405-9188**.
- Give ITD your *name* and the instruction *room number* (MCK 6107). Indicate the nature of the problem AND the urgency of the situation. In most cases, ITD staff will respond immediately to problems in the instruction labs.
- If the problem has to do with a computer, you may be asked for the **number of the computer station**. Located in this binder, as well as near the phone, is a floor plan of the instruction lab with each computer station number.
- Improvise for a few minutes while you wait for assistance.
- **Note:** If the problem cannot be immediately resolved and will likely affect subsequent classes, please contact User Education Services at **301-405-9070** so that the other instructors may be notified.

Report Technical Problems

Please do your part to report all technical problems (big or small) by calling the **Help Desk** at **301-405-9188**. If the problem has to do with a computer, you may be asked for the **number of the computer station**. Located in this binder, as well as near the phone, is a floor plan of the instruction lab with each computer station number.

The Help Desk is open Mon-Fri from 8:00am-5:00pm. If you are using the lab at other times, you will need to improvise.

After 5:00pm and on weekends, please call the Help Desk and leave a message about the problem(s) so that repairs and follow-up action can take place the next business day. Do not leave problems unreported.

HOW DO I ... SET UP FOR THE NEXT USER?

Be considerate of others using the instruction lab next by leaving the lab as you found it.

DURING THE PUBLIC ACCESS SEASON:

- **Important:** Please insure that the equipment is in good working order when you leave. Do not leave unreported technical problems for others to manage. **Report all problems to the ITD Help Desk at 301-405-9188 and notify User Education Services if they are likely to affect future classes.**
- Turn OFF the LCD (ceiling) projector. Bulbs are very expensive and difficult to replace.
- Discard trash. Recycle stray handouts. Straighten chairs. Erase the whiteboard and take your markers and erasers with you.
- Log off all computers before you leave, no matter what profile was used. Press Ctrl-Alt-Del and click on Log Off.
- Replace the cover on the instructor's computer, making sure the entire console and chair is covered.
- Leave the door open and the lights on.

DURING THE INSTRUCTION SEASON:

- **Important:** Please insure that the equipment is in good working order when you leave. Do not leave unreported technical problems for others to manage. **Report all problems to the ITD Help Desk at 301-405-9188 and notify User Education Services if they are likely to affect future classes.**
- Turn OFF the LCD (ceiling) projector. Bulbs are very expensive and difficult to replace.
- Close all computer applications (e.g., IE, PowerPoint, etc).
- Leave the computers ON (both CPU and monitor) and LOGGED ON to the instruction profile.
- Turn OFF the room lights.
- Make sure the instruction room door is locked behind you. Do not leave guest lecturers, students or others unattended in the lab.

AVOIDING THEFT

Unfortunately backpacks, wallets and other items are occasionally stolen from library users. Do not leave the lab unattended at any time, even during breaks. It takes only a minute for a thief to strike!

LOST AND FOUND

Please take all forgotten items to McKeldin's first floor Information Desk so that they may be placed in the Lost and Found box.

FIRE ALARM!

Calmly evacuate the room, closing the door behind you. Do not run. Follow the EXIT signs to the stairs and exit the library.

QUESTIONS?

Do you have questions about the policies, procedures and specs for this instruction lab? Contact **User Education Services** at 301-405-9070.