

My Responsibilities Checklist

When using an Instruction Lab



Persons authorized to use a McKeldin Library instruction lab are responsible for assuring the safety and care of its equipment. Please comply with these guidelines:

COMPUTERS, MONITORS and SOFTWARE

Leave them on. Please leave all computers and monitors turned on once your session concludes. The equipment remains on so that automatic virus and other software updates can occur without interruption. Be mindful that these computers belong to the University of Maryland. Therefore, lab users are not permitted to download and install new software or modify existing computer configurations without prior approval from User Education Services. Once your class has concluded, ask participants to help you close all applications (i.e. Word, Firefox) before exiting the lab.

CEILING PROJECTOR

Turn it off. The LCD projector is a valuable piece of equipment so it needs your special care and attention. If you used it during your session, be diligent about turning it 'off' before exiting the lab. LCD projector bulbs are expensive to purchase (cost \$400 each) and difficult to replace. If you have trouble turning off the projector, please call the Libraries' Help Desk at **5-9188** (or **301-405-9188**).

TECHNICAL PROBLEMS?

Let us know. Please do your part to report all technical problems (big or small) by calling your library contact directly or the Libraries' **Help Desk** at **5-9188** (or **301-405-9188**). The Help Desk is open Monday to Friday from 8:00a.m. to 5:00 p.m.

NOTE: After 5:00p.m. 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.

FOOD and DRINK POLICY

Please no food or drinks. Even though food and drinks are permitted in the Libraries, we ask that you refrain from bringing them around lab equipment such as computers, printers, copiers etc.

TIDY UP TASKS

Help the next lab user. Please help by keeping all McKeldin Library instruction labs tidy and presentable for all users. If you distributed materials to participants during your session and not all of them were used, please collect unused handouts and either take them with you or recycle them as appropriate. Straighten chairs and keyboards. Discard trash. Erase the whiteboard. Turn off the ceiling lights and instructor's reading lamp before leaving. Thank you!

THEFT

It does happen. Unfortunately, backpacks, wallets and other items are sometimes stolen from library users. It is important that the instruction lab not be left unattended at any time during a session, even during breaks. It takes only a minute for a thief to strike! **Police non-emergency: 301-405-3555.**

LOST and FOUND

Please take all items to McKeldin's 1st floor Information Desk for the Lost and Found box.

FIRE ALARM !

When heard, calmly evacuate the room. Do not run. Follow the EXIT signs and leave the building.