

My Responsibilities Checklist for McKeldin Instruction Labs

www.lib.umd.edu/UES/labs.html

User Education Services needs your help. Anyone who is authorized to use a McKeldin Library instruction lab is responsible for assuring the safety and care of its equipment. Please help by complying with these rules:

COMPUTERS, MONITORS and SOFTWARE

Please leave all computers and monitors '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 prepare the lab for the next group of users. Close all applications (i.e. Word, Firefox) before exiting the lab.

LCD PROJECTOR

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**).

FOOD and DRINK POLICY

Sorry, but food and drinks are not allowed in the Libraries, especially in the instruction labs. Please ask participants to discard food and drinks in a trash receptacle *before* entering the room. Even though water in closed clear plastic bottles is permitted in the Libraries, they are not permitted around lab equipment such as computers, printers, copiers and special collections.

REPORT TECHNICAL PROBLEMS

Please do your part to report all technical problems (big or small) by calling 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.

TIDY UP TASKS

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

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!

LOCK THE DOOR

Please insure that the instruction room door is closed once you leave the lab. Kindly ask students and others to leave the room before closing the door. The door will lock automatically.

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.