

Hunt Library Instruction Room Use

Purpose

The primary purpose of SU 428 is to support the library instruction programs and services of the Hunt Library. The secondary purpose of SU 428 is to provide general support of ERAU student success, which results in the scheduling of regular classes during times of classroom shortages. A tertiary purpose of SU 428 is a mid-sized meeting space for ERAU committees and student organizations.

Scheduling

Room 428 is designated as a classroom for library instruction and related activities for the Hunt Library. Library instruction takes precedence over all other requests.

SU 428 is listed in [ScheduIER](#) and may be booked for workshops, other training, and meetings. It is normally not available as a study space for student groups.

Exceptions

During times of study space shortage in the library, the room may be open for a period during the hours of 8:00 am to 5:00 pm with the permission of the Library Director or the Associate Director for Research and Engagement. The staff member opening SU 428 as an additional study space will inform all library staff via email.

Additionally, the Assistant Director for Instruction reserves the right to schedule a faculty-requested library instruction session up to two weeks in advance. Therefore, anyone (other than the registrar) who books the room for another purpose must acknowledge that their reservation could be pre-empted up to two weeks prior, in the case of a library instruction request.

Adopted by the Hunt Library Management Team, February 2022.

<https://huntlibrary.erau.edu/about/policies/instruction-room-use>