

# Music & Dramatic Arts Library Seminar Room Guidelines

## Location

Music & Dramatic Arts Library (M&DA Library), Basement Level. Room L001C.

## Purpose

The seminar room is intended primarily for library instruction in music or dramatic arts, staff training, and groups (including seminars) making extensive use of Music & Dramatic Arts Library materials. Priority is indicated below.

Priority	Use
1st	<ul style="list-style-type: none"> <li>• Bibliographic instruction (BI)— music or dramatic arts courses</li> <li>• Music &amp; Dramatic Arts Library staff training</li> <li>• Music or dramatic arts graduate seminars</li> <li>• Single classes or semester-long courses extensively using library materials in class</li> </ul> <p><i>Every effort will be made to accommodate these requests.</i></p>
2nd	Bibliographic instruction by library staff—other disciplines.
3rd	<p>Staff demonstrations, training, lectures, exams, and meetings sponsored by the UConn Libraries or Departments of Music and Dramatic Arts.</p> <p><i>Please attempt to find other rooms for meetings whenever possible.</i></p>
4th	<p>The seminar room generally is not considered to be a regular classroom nor will it be listed in registrar's schedule, but the Departments of Music and Dramatic Arts may inquire about occasional use of the room for a single class or semester-long course.</p> <p>The room generally is not available for teaching, meeting, demonstrations, or training by persons or groups not affiliated with the Libraries or the School of Fine Arts, though exceptions can be made if the person or group has a library or Fine Arts contact who will work with them to use the room in accordance with these policies and procedures.</p>
5th	<p>Group study by music or dramatic arts students (or students using Music &amp; Dramatic Arts Library materials), especially for exams or collaborative projects. Also may be used if room contains AV equipment not available elsewhere.</p> <p><i>Please use the Level 2 group listening rooms whenever possible.</i></p>
None	Not available for applied lessons, rehearsals, or practicing.

There are public rooms in the Homer Babbidge Library for non-library groups and individuals. These may be booked through Jean Cardinale Nelson (486-6346). The Department of Music also has classrooms; arrangements must be made through Melanie Chebro (486-3730); users must have a faculty sponsor.

## Scheduling

Contact the music librarian (Tracey Rudnick, 860-486-0519, [tracey.rudnick@uconn.edu](mailto:tracey.rudnick@uconn.edu)) to schedule the room. This is especially important for semester-long courses to avoid conflicts and to ensure appropriate use of the room. Interdepartmental scheduling conflicts will be referred back to that department for resolution; all others will be arbitrated by the music librarian.

On occasion a Music & Dramatic Arts Library staff member may ask a scheduled group or class to temporarily relocate to another space, particularly if use of the room is central to library operations or if a priority 1 group needs the room. It is expected that such requests will be kept to a minimum and that all parties will attempt to reasonably accommodate one-another.

If the room is not scheduled it may be used on a first-come first-served basis by student groups using M&DA Library materials or working on music or dramatic arts courses. General study groups should yield to those with upcoming exams or projects. Students with faculty sponsorship may schedule the room in advance, leaving contact information in case the room is needed for some other purpose.

## Room Key

The seminar room key may be charged at the circulation desk with a UConn ID; users not affiliated with UConn (assuming they have received permission to use the room) must leave a drivers license at the circulation desk. The key is due when the group has finished meeting, when the next group arrives, or by library closing time (whichever comes first). Do NOT remove the key from the library. Instructors teaching for an entire semester may be allowed to sign out a key; consult a M&DA Library circulation supervisor.

The user may be held responsible for replacement or damage charges (i.e., to the key, furniture, or equipment) incurred while the key is charged to him or her. Please do not share the key with others. Instead, return it to the circulation desk where a new user can check it out and assume responsibility. Report lost keys immediately. Overdue fines may apply if room is not in use and key is not returned.

## Room Use

The instructor or group leader assumes responsibility for keeping the room clean and secure:

- Please adhere to the library's food and beverage policy (this helps preserve library materials).
- Close and lock all doors when you depart.
- Turn off the lights and equipment.
- Clean up: remove handouts and other papers, erase the board, push in the chairs, etc.
- Return furniture to its original configuration if it was moved.

In addition,

- Ensure careful use of all equipment and furniture.
- Maintain reasonable noise levels (e.g., piano, AV equipment). Close the door if playing music.

M&DA Library staff neither set up the room in advance nor move equipment. Occasionally, if two desk attendants are on duty, the second may assist an instructor if such efforts do not interfere with library work.

## Library Materials

Library materials located in open stacks (e.g., scores, books, periodicals) may be taken into the seminar room as long as they are removed again when the room is vacated (materials can be left in reshelving areas). Materials kept behind the circulation desk or in closed stacks must be requested and checked out as usual, then returned to the circulation desk for check-in by the date/time due.

## Equipment & Furniture

*A seminar room AV manual (kept near computer) tells how to use most playback and projection equipment.*

- Piano (upright)
- Telephone (486-0557) – not a speaker phone
- AV rack (right-hand closet): turntable, cassette, CD, DVD, S-VHS player, Hi-8 video
- Wall-mounted speakers (AV and computer)
- Computer hardware (on low cart with task chair): Dell Pentium II, 100baseT Ethernet connection, 3.5" and Zip disk drive (100MB)
- Computer software: Windows NT, Netscape (including access to HOMER and databases), Microsoft Office, Voyager suite (circulation, cataloging, acquisitions), and library server access.
- Projection: ceiling mounted video/computer projector onto 6x8 screen; transparency and slide projectors on cart (in left-hand closet). The Music Department has document projectors; faculty are responsible for reserving, moving, and setting it up. Instructions are in the Seminar Room AV manual.
- Furniture: two white boards (one with musical staves, the other without); five 72"X24" folding tables; two 48"X24" tables; twenty stacking conference chairs; five rolling task chairs (plus one at computer), fourteen stacking plastic chairs (in closets)
- Occupancy: eighteen (very tight) with tables set up conference style; twenty-four with no tables (if viewing projected images; can fit a few more if screen is pulled up).

Please do not leave anything on the hard drive. Save all information to the LAN or personal disks.

Please do not move or reconfigure AV equipment. Report problems to a Music & Dramatic Arts Library supervisor.

Playback equipment is intended for listening and demonstrations. Faculty may also make copyright-compliant recordings. The room is NOT available for recording by students except by special permission from the librarian. Violation of this policy will result in the withdrawal of student privileges for this room.

## Hardware/Software Configurations

The computer station is intended for demonstrations, instruction, staff training, meetings, and library projects. Use of the computer and projector for collaborative student work may also be appropriate. The computer is not available to the general public for word processing, web browsing, email, games, etc.

Faculty or staff using the classrooms for instruction, training, or demonstration purposes are responsible for checking the equipment and software well in advance of the scheduled activity.

Permanent changes and upgrades to configurations will be coordinated between the Music & Dramatic Arts Library and the Libraries' Information Technology Services (ITS). Unresolved projector problems will be referred to Crimson Tech (888-842-0033).

Changes made to hardware and/or software configurations for a particular class, demo, training, meeting, etc. must be temporary. Anybody who makes changes must restore all equipment to its original configurations. The station's configuration discourages modest tampering; instructors should consult a Music & Dramatic Arts Library supervisor if assistance is needed.

Users who experience technical problems with the computer or projector should contact a library supervisor who will either resolve the problem or contact ITS (486-5026). If supervisors are unavailable and the problem cannot wait, instructors may contact ITS themselves; to ensure follow up, report problems to the music librarian. Student staff are not trained to use the equipment but some individuals may be able to assist.