

## University Libraries Instruction Room Policy [Updated 2025]

The University Libraries' mission is to support our communities by providing expertise, instruction, services, spaces, and collections that advance scholarship, teaching, and intellectual discovery.

We prioritize service to students, faculty, and staff at UNM.

Use of library classrooms for University Libraries instruction sessions takes precedence over use of the classrooms for any other purpose.

- Library classrooms are generally not for use by groups outside the University Libraries for nonlibrary activities.
- Library classrooms should not be scheduled for regular repeated meetings nor used as a regular classroom.
- Exceptions to these guidelines will be considered on a case-by-case basis. Common exceptions include: UNM intersessions and breaks, high school library instruction scheduled in consultation with UNM librarians, OI&LS courses for occasional class meetings.
- Nonlibrary requests for a classroom will be considered two weeks in advance.

Library employees can book classrooms when needed according to the guidelines in this document. The rooms are available via their Outlook Calendars.

For questions about this document or about booking the classrooms, contact Amy Jankowski at [ajankowski@unm.edu](mailto:ajankowski@unm.edu).

Library	Room	Computers / Desks
Centennial Science and Engineering Library	253	0 / 20
Fine Arts and Design Library	426	20 / 20
Zimmerman Library	254	0 / 20
	B30	0/40

Note: Instruction room computers have the same software configurations as student computers in the University Libraries. Classrooms without computer stations are compatible with student laptops. Students without a laptop or tablet are encouraged to check one out from any library circulation desk.