



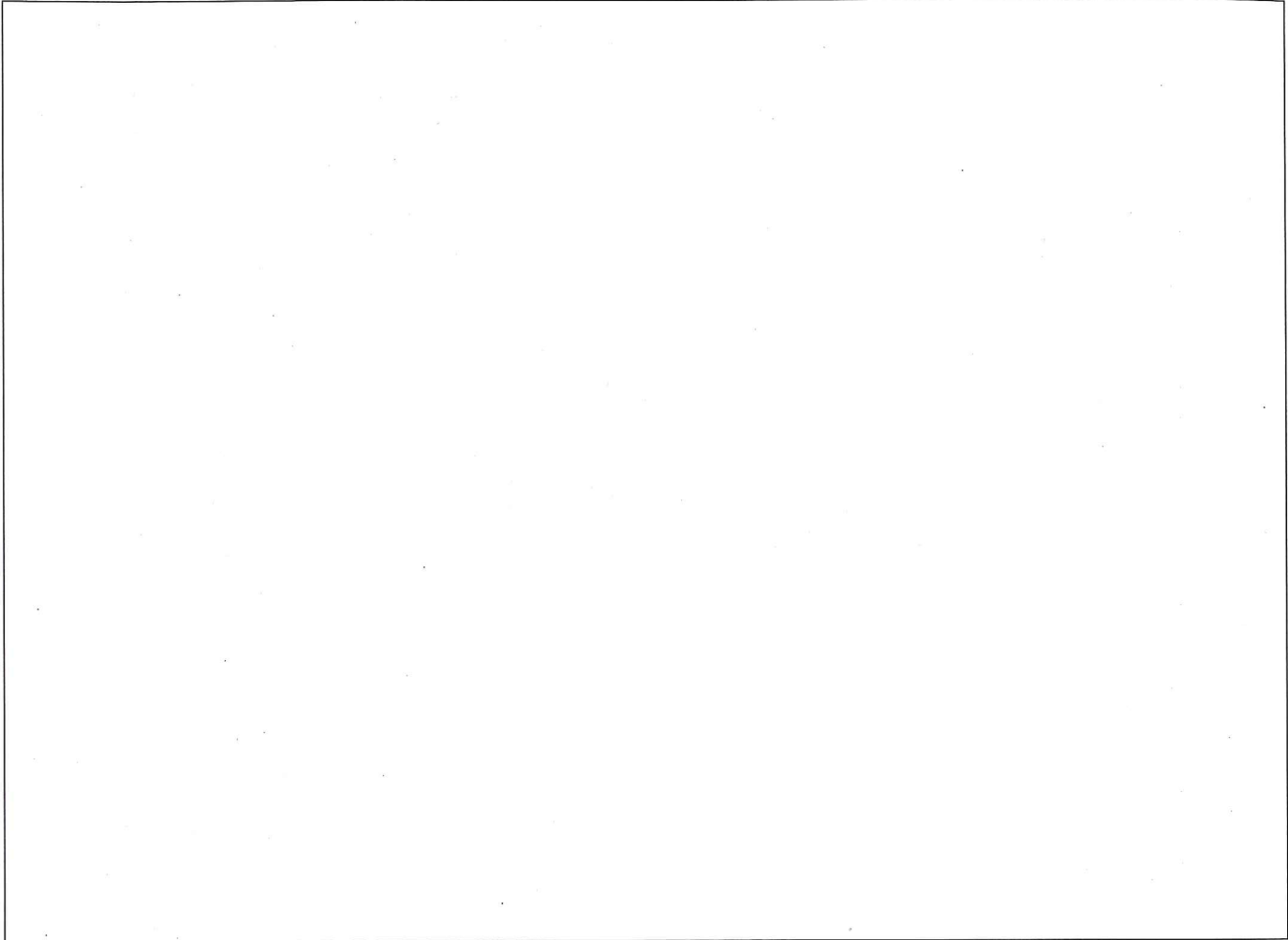
STANDARD OPERATING PROCEDURE

DEPARTMENT:	Library Services	TITLE:	RESERVING ROOMS
PURPOSE:	To identify rooms used for Group Study, Faculty Research and Conference meetings.		
PROCEDURE:	<p>All Rooms must be reserved at the Loan Desk.</p> <ul style="list-style-type: none"> Conference Room #305 Laney College Faculty/Staff Only Faculty Research and Computing Room #312 For faculty use only. Room must remain locked. Key for room located at Loan Desk. Computer passwords are printed on the key. Username: <i>temp</i> Password: <i>libtemp</i> Group Study Rooms #304, 307, 309, 311, 313 Reserved by students for group studying. Time Limit: 2 hours or less No. of students: 2 or more (Groups have priority over a single) See: Study Room Policy (e.g. Study Room-SOP) for complete set of rules. 		



LANEY COLLEGE
900 Fallon Street, T-850
Oakland, California 94607

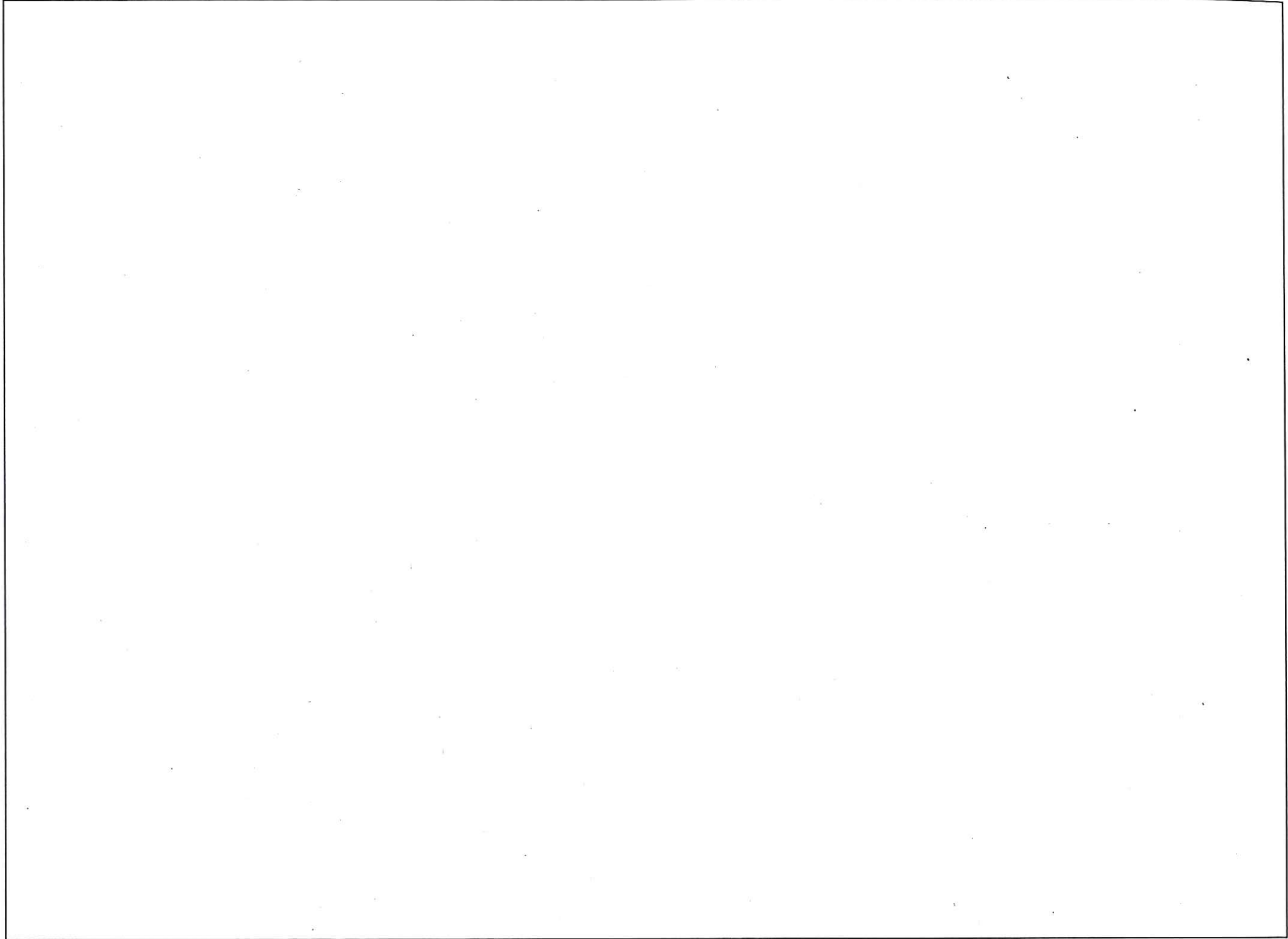
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STANDARD OPERATING PROCEDURE

DEPARTMENT: Library Services		TITLE: RESERVING ROOMS	
KEY WORDS			
DEFINITIONS AND ABBREVIATIONS			
RESOURCES			
Last Edits:			
Responsible:		Approved by:	
Date for Review:		File Ref:	
Previous Titles:			