



Guidelines for using the Library's Electronic Classrooms:

Each room can seat up to 30 students and includes 12-16 networked student computers, 1 instructor computer, projection system and white board.

The Alcott Room - Room 4 in the Bedford Library

The Kerouac Room - Federal Building, 1st floor

- The primary function of these rooms is to support the need for short-term classroom computer space. Possibilities for their use include library instruction and research, web demonstrations, and applications related work that can occur in a collaborative setting.
- Faculty may schedule a class 3 to 5 class sessions per semester depending on availability. The classrooms may not be scheduled for an entire semester.
- Schedule a library instruction class or general use of the rooms by contacting Ellen Royalty in Bedford at 781-280-3706 or Allyson O'Brien 978-656-3001 in Lowell. The rooms will be scheduled on a first come, first served basis. We work closely with Technology Center staff to answer your technical questions and alleviate problems. Faculty needing software installed should contact the Help Desk.
- Technology Center staff will provide a basic level of routine maintenance on the equipment. They will offer services to support the area, which are comparable to the services provided for other computer classrooms on campus.
- In most cases, use of these rooms should be limited to hours when the library is open. Be aware that any scheduling beyond the regular library hours will require special arrangements, and may not be possible.

Contact [Ellen Royalty](#) in Bedford at 781 280-3708 for the Alcott Room or [Allyson O'Brien](#) at 978 656-3003 in Lowell for the Kerouac Room.

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