LEARNING RESOURCE CENTER MULTIFUNCTION ROOM POLICIES

- All class and meeting rooms are to be used for the purpose stated in the request.
- It is the responsibility of the room requestor to ensure the room is left in the same manner as when the event started.
  a. All garbage and excess paper is to be removed or bagged properly.
  b. These rooms can be reconfigured for event; however, any and all changes will be done by the requestor or his/her group and it must be returned to its original configuration at the conclusion of the event.
  c. These housekeeping policies are to ensure that your colleagues will have a fresh start on the room and their event.
- Be cognizant of other classes and events. Please finish up approximately 10 minutes before the end of class or event. This will allow time for next group to be in and ready to begin their event.
- We need your help in maintaining the working condition of the equipment in the rooms. If there is an issue with equipment or software, please contact the LRC Staff so the issue can be handled appropriately. Please do not try to handle problem yourself.
- If you require any special equipment for your event, these resources can be requested using the 25Live online scheduling system (https://25live.collegenet.com/uab/).
  a. If, during your event, there is an issue with A/V equipment, please contact the LRC @ 4-5146. An A/V tech will be dispatched to handle the issue.
- Most classrooms come with the following A/V equipment. If other equipment is needed, please add to your 25Live request or contact the LRC:
  a. Mounted AMX touch panel controls
  b. Mounted projector and screen
  c. Lectern with VGA or HDMI laptop connection
  d. Whiteboard
  e. Wireless microphone
  f. Ceiling speakers
  g. Webcam
- An instructor's workstation is available. Login using your Blazer Id and Password.
- All LRC testing lab computers will offer the following software applications:
  a. Internet Explorer
  b. Firefox
  c. Google Chrome
  d. MS Office 2010/2013
  e. Endnote X7
  f. Adobe Acrobat Reader
  g. SPSS 22
  h. PowerPrep
  i. SAS 9.4
  j. Respondus Lock Down Browser
- Additional software applications must be coordinated with the LRC. Due to the client-server architecture of the LRC Testing Labs, changes or additions to the software listing provided above requires extensive programming changes. As a result, changes to the software provided in the

LRC testing labs cannot be implemented on an ad hoc basis. Therefore, software changes or additions will not be processed during the academic semester.

- Any changes to the testing lab software offerings are implemented during semester breaks. Software changes or additions must be submitted to the LRC, the LRC will coordinate the software requests with UAB IT. It is recommended that all software requests be submitted as far in advance as possible. The software must be UAB compliant and be compatible with the current LH testing lab software offerings. Please allow at least three weeks for processing, programming, and testing of the software application.