Library Teaching Spaces

Introduction

The Library Teaching Spaces are available to faculty and staff of the Feinberg School of Medicine.

- Scheduling is on a first-come, first-served basis.
- Only programs related to the Feinberg School of Medicine may use the classroom.
- Curriculum-related events take precedence over all other uses.
- Instructors are responsible for their students' use of the computers and must stay in the classroom for the scheduled class time. Library staff will provide technical support for the computers, but cannot assist the students in the learning objectives for the class.

The LRC Teaching Space includes:

- 23 Windows-based computers
- Seating for 46 people
- LCD projector and projection screen
- Podium with an instructor's computer

The Small Classroom Includes:

- 8 Windows-based computers
- LCD projector and projection screen
- Podium with an instructor's computer

Available Software

- Microsoft Office Suite (Word, Excel, PowerPoint, Access)
Scheduling

Please fill out the teaching space reservation request form to request a reservation. You may contact Cheryl Powell if you have questions.

Cheryl Powell
LRC Manager
Email Cheryl
(312) 503-1875

Installing Software

- If you require any software not listed above, a minimum of three weeks' notice is required. We encourage you to schedule your class as far in advance as possible.
- We cannot install unlicensed software on university computers, and this includes trial software. You must provide proof of a valid license or we cannot install the software.
- We will work with you to ensure the software is licensed and compatible with our system. You will be asked to test the software prior to your scheduled class.

Additional Policies

Rights and Responsibilities for the Use of Central Network and Computing Resources at Northwestern University

Information Technology Policy: Use and Copying of Computer Software

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