

The Health Sciences and Human Services Library (HSHSL) has three computer classrooms:

- Classroom 1 (LL03) - 18 workstations plus one teaching workstation
- Classroom 2 (LL04) - 19 workstations plus one teaching workstation
- Classroom 3 (LL05) - 26 workstations plus one teaching workstation

There is a projector and a whiteboard in each classroom.

#### GUIDELINES

1. Faculty and staff of the University of Maryland, Baltimore (UMB) and the University of Maryland Medical Center (UMMC) may use the classrooms for university or hospital-related instruction (see [Fees](#)). To reserve a classroom, please submit a [Reservation Form](#). If we are able to accommodate your request, you will receive a confirmation email with the contact information of a technical support liaison from HSHSL's Computing and Technology Services (CATS).
2. Arrangements for use should be made at least one month in advance of the date needed.
3. Requested software will be loaded by the CATS liaison. To test its functionality and compatibility with classroom equipment, software must be provided to the CATS liaison **at least three weeks in advance of the class**.
4. The HSHSL will only load software as permitted under the [UMB IT Acceptable Use Policy](#). The HSHSL may refuse to load any software that could jeopardize existing systems. The class instructor must review the installation prior to the day of the class. Contact the CATS liaison to schedule a classroom review.
5. On the day of the class, the instructor must arrive early to set up for the class and to review classroom operations. HSHSL employees are not responsible for classroom setup.
6. No food or beverages are permitted in the classrooms.

7. Any organization using the classrooms will be responsible for damage that occurs to the computers, furnishings, or room during use.
8. Classrooms are accessible during regular library hours. Monday through Friday, from 8 a.m. to 5 p.m. is preferred. **Please note: If you are reserving a classroom for a morning class, the room will NOT be accessible for setup before 8 a.m.**

## EXAMS/TESTS

If you plan to use a computer classroom for an online exam, please be aware that unexpected technical issues could arise during an exam.

### IT support

From Monday – Friday, a classroom reservation includes technical support to troubleshoot any issues that may arise. If you wish to have CATS IT support staff remain in the room (on-site) for the length of the exam, you may purchase support as a separate [fee-based service](#). Please note, however, the HSHSL cannot guarantee that CATS IT support staff will be able to prevent or resolve all issues.

Online exams scheduled in the HSHSL computer classrooms are subject to the following requirements:

### Required on-site tech support for weekend exams

If you reserve a computer classroom for an online exam during the weekend, you will be charged for CATS IT support for the duration of the exam. See [the Fees page](#) for more information.

### Required pre-testing of exam software

The exam proctor must pre-test the exam software one week prior to the exam. The pre-test is to verify that the proctor can successfully launch and run the exam software on the classroom computers. Contact the CATS liaison to schedule a pre-test.

## FEES

### UMB and UMMC faculty and staff

- \$500 per day/\$250 for 1/2 day (Monday-Friday)
- \$1,036 per day/\$518 for 1/2 day (Saturday-Sunday)\*

\*Includes on-site CATS tech support.

Fees must be received prior to the class date and are payable by SOAPF, Project ID, or credit card.

### **CANCELLATION POLICY**

The HSHSL must be notified at least 24 hours prior to the scheduled reservation or there will be no refund of fees.

### **CANCELLATION DUE TO CAMPUS EMERGENCIES**

If the University or HSHSL building closes for a campus emergency, including inclement weather, all classes in the building will be canceled. Classes will be rescheduled with no additional fees. For campus closure announcements, refer to [UMB Alerts](#) or call the Campus Emergency Information Phone Line at (410) 706-8622.

### **CONTACT US**

For Policy Questions, contact: [Associate Dean, Services](#), at (410) 706-1316  
For Technical Questions and CATS IT Support, contact: [HSHSL Computing & Technology Services](#).