

## Digital Learning Centre Booking Policy

<b>Office of Accountability:</b>	Digital Learning Centre
<b>Office of Administrative Responsibility:</b>	Digital Learning Centre
<b>Approver:</b>	Associate Dean (Curriculum & Programs, Faculty of Humanities and Social Sciences)
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### Definitions

<b>Block Booking</b>	Booking the DLC in a given timeslot for the entire semester.
<b>Occasional Booking</b>	Booking the DLC for specific dates in a given timeslot.
<b>Class lab</b>	Booking the DLC for the fourth hour in an F slot course.
<b>User</b>	Person or group requesting to book time in the DLC.

### Overview

The Digital Learning Centre is the Faculty of Humanities and Social Sciences' teaching facility and student support unit. It serves all disciplines within HSS with a particular focus on language learning. One of its responsibilities is to manage the use of, and access to, its space and technology in a manner that supports the mandate of the DLC and is equitable to all users.

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### Purpose

To describe the DLC bookings procedure, intended to ensure that all users and user groups are aware of this procedure, its deadlines, and the process of timeslot conflict resolution.

### Scope

The process by which DLC bookings are currently made consists of a combination of pre-planning based on Memorial's timeslot system and a first-come, first-served booking procedure. As the number of courses partially or fully taught in the DLC increases, the potential for multiple booking requests in the same timeslot may rise. This policy document addresses the procedure to be followed when booking time in the DLC, and the means by which the aforementioned timetable conflicts might be resolved if they should occur.

### Policy

The following guidelines have been developed for the purpose of streamlining the DLC Booking system:

- 1) Users wishing to request DLC time in an upcoming semester will allow for as much advance notice as possible.
- 2) Booking requests will be accommodated on a semester-by-semester basis only.
- 3) Users wishing to request DLC time during a semester subsequent to the upcoming one may do so, but will not be guaranteed the booking in advance of the release of that semester's HSS course timeslots.
- 4) Block bookings are scheduled on a first-come, first served basis. In the event that a user requests DLC time for an occasional booking in a slot occupied by a block booking, the DLC director will consult with the initially booked user regarding their ability to accommodate the second request for the date(s) in question. If the scheduling cannot be adjusted to accommodate the second request, the user who first booked the DLC has priority.
- 5) Class lab bookings in the Department of Modern Languages, Literatures and Cultures that conflict with another course needing the DLC during that time may need to be moved to another classroom.

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### Procedure

- Preliminary scheduling of anticipated bookings prior to an upcoming semester is done as HSS departments' course lists and assigned slots become available. The DLC director initially works in consultation with departments to avoid potential overlap of courses with heavy DLC use from being scheduled in overlapping timeslots.
- Users wishing to request **block booking** submit their request to the DLC director no later than **one month prior** to the first day of classes in the upcoming semester.
- For bookings of an **occasional** nature, requests are made to karint@mun.ca no later than **two weeks** before the first day of classes.
- Booking requests that are submitted after classes have commenced may be accommodated but cannot be guaranteed in all timeslots.
- Users wishing to change a DLC booking previously made will contact the director **at least 48 hours** in advance of the scheduled activity. The Director will do their best to accommodate the change, but cannot guaranteed a change can be accommodated.

This policy and associated procedures will be published on the DLC website and disseminated to all HSS departments upon its issue date.