

Room Scheduling Policy and Descriptions

ROOM SCHEDULING POLICY AND DESCRIPTIONS

- Some reservations can be made online or by calling the appropriate number listed. Staff will review and approve reservation requests. Contracts and fees may be required for some events.
- Groups requesting repeated and longer-term usage (for example, a study group that meets twice a week all term) may occasionally be asked to make their space available for other functions.
- No food is allowed in the library except in the first floor vending alcove. Beverages are allowed only in lidded containers. Meeting rooms may hold events catered through the Stevenson Union; arrangements must be made in advance with Library Administration.

GROUP STUDY ROOMS

Students, faculty, and staff may make reservations for one-time only and short-term needs. Reservations may be for no longer than four hours. When not being used by a group, a room may be used for individual study on a first-come, first-serve basis; however, groups always get priority over individuals. Reservations are forfeited if the scheduled group fails to arrive 15 minutes after their scheduled time. Rooms will not be reserved for regular credit class locations. Reservations must be made prior to 7am the day of the reservation.

2-person study (224; 337)

4-person study (230; 232; 233; 346; 347; 348; 349)

8-person study (204; 205; 243; 244; 245; 246; 353; 354; 355; 356; 358; 359)

Priorities for reservations:

1. Instructional use
2. Study groups
3. Library and campus organization meetings

CONFERENCE AND MEDIA ROOMS

Two conference and media rooms are available for students to reserve and four for SOU faculty. Reservations are forfeited if the scheduled group fails to arrive 15 minutes after their scheduled time. Rooms will not be reserved for regular credit class locations.

Please reserve a regular study room, unless you require the special equipment available in these rooms. These rooms are locked and keys must be checked out at the Circulation desk.

Media Room - seats 10 (231)

This room is equipped with a large screen television and video playback equipment. Priority will be given to those requiring the equipment.

Gutenberg Conference Room - seats 12 (216)

This room is equipped with projection equipment (LCD projector, screen, overhead projector). The user must bring their own computer and connect it to the LCD projection system to use it.

Higgs Conference Room - seats 21 (329)

This room is equipped with projection equipment (LCD projector, screen, overhead projector). The user must bring their own computer and connect it to the LCD projection system to use it.

Priorities for reservations:

1. Library staff use
2. Study groups requiring the specialized equipment
3. Groups unable to reserve a regular study room

LOCKING ROOMS (230, 346)

Use limited to SOU faculty. These rooms can be locked to secure files necessary for short-term review by University staff (such as scholarship applications or sabbatical requests). A key to the room may be checked out at Circulation by designated staff only.

Priorities for reservations:

1. Library staff use
2. Faculty/Staff requiring the specialized equipment
3. Groups unable to reserve a regular study room

Schedule rooms 230 and 346 through Library Administration at 552-6835 or 552-6816.

CLASSROOMS

The library offers three classrooms for instruction. Please note the special arrangements for making reservations with each.

ITC's Electronic Classroom - seats 30 at computers (114)

This smart classroom is primarily for supporting the Library's instruction and information literacy programs. SOU Faculty may reserve the room when it is not in use by a librarian. Considerations for use of the Electronic Classroom (EC) are made on a case by case basis by the Instruction Coordinator or another librarian using the following guidelines:

- Week 1 through Week 6 or each term, faculty may reserve the room two days prior to the actual session when available.
- Week 7 through Finals Week, faculty may reserve the Electronic Classroom seven days prior to the actual session when available.
- No classes will be scheduled on an ongoing basis.

Schedule through Library Instruction Coordinator, Dale Vidmar, at 552-6842.

Distance Education classroom - seats 46 (117)

This smart teleconferencing classroom is for regular class scheduling during library hours. Extended Campus Programs has priority for scheduling; the rest of the time it can be used as a general classroom. The room can be reserved for one time use through the Library when not scheduled for regular classes.

Contact the **Academic Scheduling Coordinator** at 552-6602 to schedule regular classes.

General classroom - seats 44 (206)

This smart classroom is available for regular class scheduling during library hours. The room can be reserved for one time use through the Library when not scheduled for regular classes.

Contact the **Academic Scheduling Coordinator** at 552-6602 to schedule regular classes.

SPECIAL MEETING ROOMS

DeBoer Board Room (303)

This well-appointed meeting room is available for special campus events and activities. This room is equipped with a projection system, audio, and video equipment. This room seats 18 at a large conference table.

Meese Meeting Room (305)

This large meeting room can be rented for special campus events. Please see the Meese Meeting Room reservation policy for complete details and contract requirements. This room is equipped with a dual LCD projection system, a speaker podium, computer, and a microphone. This room seats up to 84 in various configurations.