Policy on Library Conference Rooms

Rooms are scheduled through Digital Commons at 298-2417.

1. Room 180
   - Located on the 1st level of Malpass Library, in the Digital Commons
   - Has capability to present VHS, DVD, Visual Presenter, or computer applications
   - Phone available
   - Can be reserved up to 3 times per month
   - Polycom video conferencing available upon request
   - Seats 30 people, able to add seating up to 40

2. Room 176 (Digital Studio)
   - Located on the 1st level of Malpass Library, in the Digital Commons
   - Equipped with 2 Mac computers with imovie suite, finalcut pro, and CS6
   - Drawing tablets & microphones available
   - Seats 6 people

3. Room 224
   - Located on the 2nd level of Malpass Library
   - Phone available
   - Polycom video conferencing available upon request
   - Seats 8-10 people

4. Mary Lou Kent Conference Room
   - Located on the 6th level of Malpass Library
   - Use restricted to Libraries and other entities housed in Malpass Library
   - Phone available
   - Polycom video conferencing available upon request
   - Seats approximately 30 people, 14 at the table

Revised: 12/2014
Approved by Dean of University Libraries