Library Meeting and Event Room Policy

Rooms Available for Meetings and Special Events

There are several meeting rooms in the library building that are available for use by UIW affiliates and non-affiliates. These rooms must be reserved at least 2 days in advance of the event by contacting the appropriate contact person as listed below.

Changes in meeting locations after a reservation has been confirmed must be made through the appropriate contact person.

<table>
<thead>
<tr>
<th>Room</th>
<th>Room Number</th>
<th>Seating Capacity</th>
<th>Contact Person</th>
<th>Phone &amp; E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Collections</td>
<td>LIB 211</td>
<td>40</td>
<td>Melissa Chavez</td>
<td>210-829-3838 <a href="mailto:mvchavez@uiwtx.edu">mvchavez@uiwtx.edu</a></td>
</tr>
<tr>
<td>Sterling International Conference Room</td>
<td>LIB 221</td>
<td>16</td>
<td>Melissa Chavez</td>
<td>210-829-3838 <a href="mailto:mvchavez@uiwtx.edu">mvchavez@uiwtx.edu</a></td>
</tr>
<tr>
<td>Information Literacy/Technology Classroom</td>
<td>LIB 230</td>
<td>25</td>
<td>Leslie Todd</td>
<td>210-829-3841 <a href="mailto:todd@uiwtx.edu">todd@uiwtx.edu</a></td>
</tr>
<tr>
<td>Group Study Rooms (Reserved to Faculty and Staff only)</td>
<td>LIB 235 and LIB 236</td>
<td>10</td>
<td>Melissa Chavez</td>
<td>210-829-3838 <a href="mailto:mvchavez@uiwtx.edu">mvchavez@uiwtx.edu</a></td>
</tr>
<tr>
<td>Library Auditorium</td>
<td>LIB 114</td>
<td>125</td>
<td>Melissa Chavez</td>
<td>210-829-3838 <a href="mailto:mvchavez@uiwtx.edu">mvchavez@uiwtx.edu</a></td>
</tr>
</tbody>
</table>

Technology arrangements must be made with the Media Center – 829-3945.
Phone lines are available in 221 and 235. Phone arrangements must be made with Steve Summers - 829-3200.

The meeting rooms remain locked when not in use; please stop by the Circulation Desk to gain access to your reserved meeting room. Campus police are not authorized to unlock doors when the library is open.

Library Meeting and Event Room Descriptions and Use Guidelines

- Library Auditorium

  Located on the first floor off the foyer of the library, the auditorium (Room 114) is available for large group gatherings. It has seating for 125 and has projection, sound and lecture capture equipment. Reservations must be made by calling 210-829-3838. This room can be used when the library is closed, but this special usage must be pre-arranged. Food and drink are not allowed in the auditorium. Events that include food for guests can be set up in the outer foyer of the library.

- Special Collections Room

  Located on the second floor of the library, the Special Collections Room (Room 211) is available for special events. It holds the library’s limited, rare, and first edition books and is used for University Board Meetings. It has seating for 34. This room can be reserved by UIW Administrators, Faculty, Staff and Student Organization Advisors. Student organizations wishing
to use this room must have an Advisor present during their meetings. Student organization use of this room is restricted to Monday – Thursday, 8am to 9pm; Friday, 8am to 8pm. This room is not available for use when the library is closed. Please check the library hour’s schedule. Arrangements to use this room must be made by calling 210-829-3838.

- **Sterling International Room**

  This small conference room seats 14. It is available for special meetings. This room can be reserved by UIW Administrators, Faculty, Staff and Student Organization Advisors. Student organizations wishing to use this room must have an Advisor present during their meetings. Student organization use of this room is restricted to Monday – Thursday, 8am to 9pm; Friday, 8am to 8pm. This room is not available for use when the library is closed. Please check the library hour’s schedule. Arrangements to use this room must be made by calling 210-829-3838.

- **Computer Room 230**

  This computer room is used primarily for technology and information literacy training. It contains 25 computers and has projection capability. It can be reserved by faculty and staff, but it is not available as a scheduled classroom lab. No food or drinks are allowed inside. This room is not available for use when the library is closed. Please check the library hour’s schedule. Arrangements to use this room must be made by calling 210-829-3841.

**Access to rooms when the library is closed** –

With the exception of the library auditorium, library meeting rooms are unavailable when the library is closed.

Access to the library auditorium when the library is closed will be arranged through campus police by the official Contact Person. The UIW campus police department will:

- access the library room schedule online and verify that the meeting time and participants match the scheduled event.
- check the library to make sure that there’s no library staff person available to open the auditorium.
- unlock the outer library doors and the door to the auditorium only.

On occasions when meetings are scheduled to end after the library has closed for the day. Library staff will notify campus police and proceed with library closing procedure – locking all doors except the outer lobby doors.

**Procedures for Checking Meeting Room Availability**

If you have an Outlook on-campus account you can check availability of rooms by looking in the Public Folders under Library. It lists a calendar for each room where reservations can be made. Download this handout for further instructions on the process. Room Requests & Availability

*Updated by dd 03/27/2012 06/04/2012*  
*Approved by Dr. Anderson 06/12/2012*