



## *Olin, Uris, and Kroch Libraries*

### **GUIDELINES FOR ROOM USE AND ROOM DESCRIPTIONS**

#### **General Rooms Guidelines**

Olin and Kroch Libraries have rooms available for meetings, conferences, and instruction. These rooms include 106F, 303, 403, 603, 702, and 703 in Olin Library, and 170, B59, 2B48, and 2B49 Kroch Library.

**Use of these facilities is generally restricted to Library-sponsored events.**

All of these spaces require reservations if they are to be used between 8:00 am to 5:00 pm on weekdays, and some rooms are locked or have restrictions after 5:00 pm and on weekends.

Library-related activities take precedence over all requests for reservations. Room descriptions, guidelines for using these spaces, and contact information for staff responsible for scheduling rooms are provided.

Reservations for public spaces in Olin and Uris Library (for example, Libe Café, Kinkeldey Room, etc.) can be requested by completing a permission form available online at:

<http://staffweb.library.cornell.edu/LibraryPublicSpacesUse>. Completed forms can be sent to [libadmin@cornell.edu](mailto:libadmin@cornell.edu) or mailed to Library Administration, 201 Olin Library. Each request will be reviewed by the Public Services committee.

#### **Room Reservations**

To request a reservation, contact Library Administration at [libadmin@cornell.edu](mailto:libadmin@cornell.edu) or call 255-3393. Please include the following when making reservations:

- your name and contact information, to notify if a meeting needs to be rescheduled or relocated
- event title or class number
- date, start time and end time (including set-up and take down)
- number of participants

If your activity is canceled, please remember to contact staff responsible for making reservations as soon as possible so that others may use the space.

Room must be returned to its original condition, including furniture configuration, after use.

The event sponsor is responsible for room set-up including making arrangements to move chairs or tables, and reserving additional time for set-up and removal. To change the furniture configuration in any room contact Library Facilities at [aes44@cornell.edu](mailto:aes44@cornell.edu).

Event sponsor is responsible for removing all trash and residual food and beverages from the room and properly disposing of them in either the lounge kitchen (room 212 Olin Library) or in the trash room near the loading dock in Uris Library. All catering equipment and garbage must be removed from the rooms at

the close of the event. Event sponsor is responsible for overseeing all clean up. Event sponsor is responsible for cleaning all used surfaces. Please exercise common sense and care to ensure the safety of library materials and to avoid damage to furniture and carpeting.

Key pick-up/drop-off location: 201 Olin Library during normal business hours (*Monday-Thursday 8:00 am - 4:30 pm, Friday 8:00 am - 4:00 pm*)

### **Equipment**

Library Administration has a laptop and project that internal staff can reserve for use during regular business hours; contact [libadmin@cornell.edu](mailto:libadmin@cornell.edu) or 255-3393. The equipment should be picked-up and returned to 201 Olin Library.

All other equipment requests should be directed to the Library's Media Center at [okumedia@cornell.edu](mailto:okumedia@cornell.edu) or call 255-6785. Library-provided audiovisual equipment (DVD player, VCR, or Carousel slide projector) may be used in the meeting rooms. A Library Media Center staff member is available for assisting with the setup or taking down of the equipment. This service must be pre-arranged at least a week before the scheduled class time. The Library cannot provide any technical assistance for the equipment that users bring in.

**iClickers** – The Library also has a central set of 50 iClickers for use by the Library community for instructional sessions. These remote control devices, also known as personal response systems, allow students to answer questions posed by the instructor. The clickers can also be used for a variety of non-instructional uses. They can also be useful in group meetings. They allow for anonymous responses to questions. For more information on what clickers are, how they are used, and the CIT program which supports them see <http://www.cit.cornell.edu/atc/itsupport/prs.html>. The CUL set is stored in Olin 201 and can be scheduled by calling 5-3393 or emailing [libadmin@cornell.edu](mailto:libadmin@cornell.edu).

### **Technical Support**

Technical support, including software applications, for use of the computer and projector is the responsibility of the sponsor's department.

For assistance with loading special software on the computer, contact Desktop Services. Additional software or downloaded items should be removed from the computer when finished.

Desktop Services is available to provide technical support for your event as determined appropriate or necessary. Contact the Help Desk at 255-8530 or [cul-dshelp-L@cornell.edu](mailto:cul-dshelp-L@cornell.edu).

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## OLIN LIBRARY

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### 106F Olin Library Classroom

This classroom may be reserved by library staff for large-group meetings and presentations that require computer projection and other equipment. Course-related bibliographic instruction sessions will be given priority. *Please note: if your meeting conflicts with an instruction session, you may be asked to look for an alternative location. Use for regularly scheduled library staff meetings that do not meet the large attendance or equipment use criteria is discouraged.*

<i>Room</i>	<i>Seating Capacity</i>	<i>Details</i>	<i>Contact</i>
<b>106F Olin Library (classroom)</b>	40; flexible set-up -- chairs and tables on wheels	<ul style="list-style-type: none"><li>• Room is locked*</li><li>• Food allowed, but not near instructor's station</li><li>• Projector</li><li>• Computer</li><li>• Projection screen</li><li>• Document camera</li><li>• VCR/DVD standard player</li><li>• Multi-region DVD player</li><li>• Podium</li><li>• Laptop outlet</li><li>• Speaker phone</li><li>• White board</li><li>• Wireless networking capabilities</li></ul>	Library Administration 5-3393 <a href="mailto:libadmin@cornell.edu">libadmin@cornell.edu</a>

Technical support, including software applications, for use of the computer and projector is the responsibility of the sponsor's department. For assistance with loading special software on the computer, contact Desktop Services (5-8530) at least one day prior to the meeting. Additional software or downloaded items should be removed from the computer when finished. Use the touch panel on the instructor's workstation to open the project, screen, computer, etc. If assistance is needed, contact Ryan Krolick, phone: 4-2999, e-mail: [rk436](mailto:rk436).

Room must be returned to its original condition, including furniture configuration. Event sponsor is responsible for room set-up, including making arrangements to move chairs or tables, and reserving additional time for set-up and removal.

Food and light refreshments are allowed with permission. All food is strictly confined to the room and should be kept away from the equipment. **Absolutely no food is allowed by the instructor station.** Event sponsor is responsible for removing all trash from the room immediately after the event. Dispose of trash in the lounge kitchen trash containers (212 Olin Library) or at the Uris Library loading dock. Event sponsor is responsible for cleaning all used surfaces. Please exercise common sense and care to ensure the safety of library materials and to avoid damage to furniture and carpeting. Contact Library Administration (255-3393) with any questions concerning these guidelines.

Room key can be obtained from Library Administration (201 Olin Library) during normal business hours; after hours and weekend from the reference desk in Olin.

### **303, 403, and 603 Olin Library**

These rooms can be reserved for library meetings, conferences, instruction sessions and library-sponsored events. These rooms may also be reserved for graduate level classes and seminars (500 – 700 level, assigned by semester) when not used for library meetings. When not in use and after regular business hours, these rooms are open on a first-come first-serve basis for group study.

<i>Room</i>	<i>Seating Capacity</i>	<i>Details</i>	<i>Contact</i>
<b>303 Olin Library</b>	Holds 12-15 people around table, total of 26 chairs	<ul style="list-style-type: none"><li>• Room is unlocked</li><li>• No food allowed; covered beverages only</li><li>• Projector screen</li><li>• Wipe/write board</li><li>• Wireless networking capabilities</li></ul>	Library Administration 5-3393 <a href="mailto:libadmin@cornell.edu">libadmin@cornell.edu</a>
<b>403 Olin Library</b> <i>John L. Senior Room</i>	Holds 8-10 people around table, total of 21 chairs	<ul style="list-style-type: none"><li>• Room is unlocked</li><li>• No food allowed; covered beverages only</li><li>• Chalkboard</li><li>• Projection Screen</li><li>• Wireless networking capabilities</li></ul>	Library Administration 5-3393 <a href="mailto:libadmin@cornell.edu">libadmin@cornell.edu</a>  Government Dept: Hollie Heath and Jackie Pastore (5-6205)
<b>603 Olin Library</b>	Holds 12-15 people around table, total of 29 chairs	<ul style="list-style-type: none"><li>• Room is unlocked</li><li>• No food allowed; covered beverages only</li><li>• Wipe/write board</li><li>• Wireless networking capabilities</li></ul>	Library Administration 5-3393 <a href="mailto:libadmin@cornell.edu">libadmin@cornell.edu</a>

Room must be returned to the original set-up. Contact Library Facilities (aes44, 5-5767) for additional assistance in moving furniture.

For additional equipment contact Media Services at [okumedia@cornell.edu](mailto:okumedia@cornell.edu) or call 255-5912.

## **702 and 703 Olin Library**

Use of these rooms is restricted to library-sponsored events during regular business hours of 8:00 am – 6:00 pm. Rooms can be used for library workshops, staff meetings, brown bag sessions, and presentations. \*After 6 pm, these two rooms are unlocked and available on a first-come first-serve basis for group study. Permission to use these rooms for special events needs advance approval from Library Administration (5-3393, [libadmin@cornell.edu](mailto:libadmin@cornell.edu)).

All equipment in room 703 is stored in locked cabinets. Library Administration has been assigned keys for storage cabinets.

<i>Room</i>	<i>Seating Capacity</i>	<i>Details</i>	<i>Contact</i>
<b>702 Olin Library</b>	<ul style="list-style-type: none"><li>• Holds 10 people</li></ul>	<ul style="list-style-type: none"><li>• Room is locked*</li><li>• Food allowed</li><li>• Wipe/write board</li><li>• Projection screen</li><li>• Network connection</li><li>• Telephone connection (4-8065)</li><li>• Wireless networking capabilities</li></ul>	Library Administration 5-3393 <a href="mailto:libadmin@cornell.edu">libadmin@cornell.edu</a>
<b>703 Olin Library</b>	<ul style="list-style-type: none"><li>• Standing room configuration seats 16 people (4 tables in center of room, 2 tables along the wall for refreshments, and 19 chairs around the perimeter)</li><li>• Optional: 35 people (35 chairs and 6 tables); maximum room capacity without tables is 50.</li></ul>	<ul style="list-style-type: none"><li>• Room is locked*</li><li>• Food allowed</li><li>• Wipe/Write board</li><li>• Projection screen</li><li>• Podium</li><li>• Network connection</li><li>• Telephone connection (5-9810)</li><li>• Wireless networking capabilities</li></ul>	Library Administration 5-3393 <a href="mailto:libadmin@cornell.edu">libadmin@cornell.edu</a>

Event sponsor is responsible for room set-up including moving chairs and tables, and reserving additional space for storage. The furniture configuration must be returned to the original set-up after the event. Contact Library Facilities ([aes44](mailto:aes44), 5-5767) for additional assistance in moving furniture.

### *General Food and Beverage Guidelines for Catered Events:*

Food and light refreshments are allowed with permission. All food is strictly confined to the space. Caterers must do all cooking before food arrives. Hot food should be brought in warming cabinets. In accordance with the University Guidelines, candles and open flames are not permitted.

Event sponsor is responsible for removing all trash from the rooms immediately after the event. Dispose of trash in the lounge kitchen trash containers (212 Olin Library) or at the Uris Library loading dock. Event sponsor is responsible for overseeing all clean-up.

Event sponsor is responsible for cleaning all used surfaces. Please exercise common sense and care to ensure the safety of library materials and to avoid damage to furniture and carpeting.

*Route for Caterers:*

Caterers must unload at the Uris Library loading dock and use the service elevator. Event sponsor should meet the delivery person at the dock and use the service elevators at the basement level. Delivery person should have a temporary parking pass. Event sponsor is responsible for letting the caterer in and out of the room for preparation and clean up. Rooms should remain locked when not in use during business hours.

Contact Library Administration with any questions concerning these guidelines.

## URIS LIBRARY

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### Special Events Spaces

<i>Room</i>	<i>Seating Capacity</i>	<i>Details</i>	<i>Contact</i>
Olin Library: <b>Libe Café</b>	Seating for up to 70, including the coffee bar, tables for two or four, and groupings of comfortable armchairs	15 ethernet jacks as well as wireless access for laptop use	Library Administration 5-3393 <a href="mailto:libadmin@cornell.edu">libadmin@cornell.edu</a>
Uris Library: <b>Kinkeldey Room</b>			Library Administration 5-3393 <a href="mailto:libadmin@cornell.edu">libadmin@cornell.edu</a>
Uris Library: <b>Tower Café</b>			Library Administration 5-3393 <a href="mailto:libadmin@cornell.edu">libadmin@cornell.edu</a>
Uris Library: <b>Cocktail Lounge</b>			Library Administration 5-3393 <a href="mailto:libadmin@cornell.edu">libadmin@cornell.edu</a>

***Room Guidelines:*** Event sponsor is responsible for room set-up including moving chairs and tables, and reserving additional space for storage. The furniture configuration must be returned to the original set-up after the event. Contact Library Facilities ([aes44](#), 5-5767) for additional assistance in moving furniture. For facilities related questions, contact Operations Manager at 255-3569.

Event sponsor is responsible for their own media equipment and set-up.

If room will be temporarily closed to the general public, event sponsor should make arrangements to have signs placed at the appropriate sites to alert students and patrons well in advance. For more information on sign requirements, contact Public Services Supervisor at 255-3758 or PSA Administration at 255-5068.

***General Food and Beverage Guidelines for Catered Events:*** Food and light refreshments are allowed with permission. All food is strictly confined to the space. Caterers must do all cooking before food arrives. Hot food should be brought in warming cabinets. In accordance with the University Guidelines, candles and open flames are not permitted. Sterno may be used beneath metal chafing dishes, on stands, but may not be permitted to burn uncovered.

Event sponsor is responsible for removing all trash from the rooms immediately after the event. Dispose of trash in the lounge kitchen trash containers (212 Olin Library) or at the Uris Library loading dock. Event sponsor is responsible for overseeing all clean-up. Event sponsor is responsible for cleaning all used surfaces. Please exercise common sense and care to ensure the safety of library materials and to avoid damage to furniture and carpeting.

***Route for Caterers:*** Caterers must unload at the Uris Library loading dock and use the service elevator. Event sponsor should meet the delivery person at the dock and use the service elevators at the basement level. Delivery person should have a temporary parking pass. Event sponsor is responsible for letting the caterer in and out of the room for preparation and clean up. Rooms should remain locked when not in use during business hours.

## KROCH LIBRARY

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### 170 Kroch Library

This room can be reserved for library meetings, conferences, instruction sessions and library sponsored events only.

<i>Room</i>	<i>Seating Capacity</i>	<i>Details</i>	<i>Contact</i>
<b>170 Kroch Library</b>	Holds 8 people	<ul style="list-style-type: none"><li>• Room is locked at all times</li><li>• No food allowed; covered beverages only</li><li>• Wipe/write board</li></ul>	Library Administration 5-3393 <a href="mailto:libadmin@cornell.edu">libadmin@cornell.edu</a>

### B59 Kroch Library (Cho Room) – Graduate Study Room

As of April 2006, B59 Kroch Library will no longer be used as a classroom or conference room. The new name for this space is the Cho Room and it will be used as a graduate study room for Asia Studies.

<i>Room</i>	<i>Seating Capacity</i>	<i>Details</i>	<i>Contact</i>
<b>B59 Kroch Library</b> <b>CHO ROOM</b> <i>Graduate study room</i>	12 chairs around table; 5 extra chairs along wall and in reading area	<ul style="list-style-type: none"><li>• No food allowed, covered beverages only</li><li>• Wipe/write board</li><li>• Room occasionally locked</li></ul>	Lisa Lefever 5-9777 <a href="mailto:l31@cornell.edu">l31@cornell.edu</a>
<b>B60 Kroch Library</b> <b>RAWSON ROOM</b>		<ul style="list-style-type: none"><li>• Asia staff conference room</li></ul>	Lisa Lefever 5-9777 <a href="mailto:l31@cornell.edu">l31@cornell.edu</a>



**2B48 (Lecture Room) and 2B49 (Conference Room) Kroch Library**

The Division of Rare and Manuscript Collections (RMC) maintains two meeting rooms on level 2B of Kroch Library. The rooms are reserved for library-related events only, meetings of library personnel, tours of the Division, and classes that make use of the Division's collections.

All events must be cleared with the RMC Administrative Manager (255-3530) prior to booking space. In addition, the Administrative Manager is responsible for oversight of all events in the space either through assigned staff from other departments or by handling of all event coordination. No meals may be served in either room. Contact RMC for the detailed room use guidelines.

<i>Room</i>	<i>Seating Capacity</i>	<i>Details</i>	<i>Contact</i>
<b>2B48 Kroch Library</b> <i>Lecture Room</i>	Maximum seating capacity is 72; lecture seating for 49.  1- 8" table, and 1- 6" folding table	<ul style="list-style-type: none"><li>• Whiteboard and flip chart</li><li>• Projector screen, electrical outlets in center floor area</li><li>• Podium</li><li>• Microphone sound system</li><li>• Network connection</li><li>• Telephone connection (255-0404)</li></ul>	RMC, 5-3530
<b>2B49 Kroch Library</b> <i>Conference Room</i>	12 chairs around four meeting tables set in a rectangle; additional chairs around the perimeter. Standard seating capacity is 23.	<ul style="list-style-type: none"><li>• No food allowed</li><li>• Room locked at all times</li><li>• White board and flip charts</li><li>• Network connection</li><li>• Telephone connection (255-0342)</li></ul>	RMC, 5-3530