



California University of Pennsylvania

LOUIS L. MANDERINO LIBRARY ROOM POLICY

This policy outlines the usage of individual and group study rooms in the library. Patrons may request and reserve rooms according to their needs and room descriptions listed below. Rooms are available during Library Operating Hours unless otherwise stated.

Students may reserve or request usage of the rooms by contacting the reference desk on the first floor of the library, 724-938-4094 or research@calu.edu. **Faculty, staff and administration** may reserve rooms by contacting the Library Administration Office, 724-938-4096 or engle@calu.edu.

The schedule for these rooms may be found under *Public Folders* in Microsoft Outlook. Reoccurring reservations may be limited to a period of **one semester**. No single department or organization may reserve more than one room during the same time period.

Study/Seminar Rooms: These rooms are available to all patrons for study/meeting rooms, are available for use when not reserved for a scheduled study session or meeting. These rooms cannot be reserved to hold classes.

Room 124: 12 seats, 0 tables, 1 HD Television 1 VHS/DVD Player 8 outlets, 1 projector Screen, 1 chalkboard.

This small viewing room may be used for viewing (TV, VCR, DVD) and/or video recording.

Room 213: 8 seats, 1 table, 4 outlets.

This is a small study room for individuals or small groups.

Room 223: 15 seats, 2 tables, 14 outlets and 1 chalkboard.

This is a medium study room for individuals or groups.

Room 412: A large study room for individuals or groups. It includes seating for 30 via chairs and couches, 5 tables, 3 coffee tables, 6 outlets and 1 chalkboard.

This room is kept open for student use at any time and does not require permission to access, however it may be reserved for a closed meeting.

Room 319: 4 tables, 16 chairs, reception desk, separate office space with one desk 1 chair. 4 outlets, art hanging system.

This is a large semi-private meeting space; the walls do not go to the ceiling. It can be reserved for group meetings.

Rooms 326-329: 1 study carrel, 2 chairs, no door.

These small study rooms have no doors and are for individuals studying and reading. They are available to use by all patron at any time and cannot be reserved for use.

Rooms for Specific Uses: The following rooms are not available to all library patrons as they are designated for specific functions. They can be reserved by faculty, staff or administration for the purposes specified in each room description.

Room 128: Dossier Room, 1 desk, 1 chair, shelving for binders.

This room is used to house dossiers for promotion, tenure and presidential awards. It is managed by Academic Affairs. Only faculty dropping off or picking up dossiers and members of the review committees will have access to the room by stopping at the Circulation or Reference Desk for a key. Library Services does not keep a calendar of usage for this room.

Room 130: Viewing and Listening Room, 1 coffee table, 1 magnifying device, 1 TV/VCR with special equipment, Reading Edge + headphones, and a computer.

This room houses equipment that a person with disabilities may use to view or listen to material.

Room 208: Library Instruction Classroom, 73 computer workstations, 1 instructor station with computer/2 Infocus projectors/screens, 2 monitors for rear of room, 2 printers.

This room is used to fulfill information literacy instruction needs as well as other library specific needs; it is not available for use by library patrons and cannot be reserved for meetings or classes. Librarians coordinate the scheduling of this room, contact your library liaison.

Room 318: Library Computer Lab, 20 workstations, 1 instructor station with computer, 1TV/display.

The lab is open through the week and staffed with a student worker. Reservations are accepted in advance for library computer training

Room 408: Library Services Conference Room for 34. Large round conference table that seats 16, five break out tables, 18 chairs, TV, projector, whiteboard and 2 desks.

This large conference room is available for use only by California University faculty, administration, or staff. A conference phone can be set up upon request.

Rooms 320-325; 330-339; 421, 423: Study Carrels, located on the 3rd and 4th floor, 1 desk, 1 chair.

These small rooms can be assigned to staff, faculty, administration and graduate students for either a semester or an academic year. All reservations are handled through the Library Administration Office.

Room 340: The Gallery.

The Gallery was designed and is used for university approved art exhibits and events. Requests for this room must be made through the Library Administration office.

Room 420: OVR Office, 1 desk, 2 chairs.

This room is temporarily assigned for use by the Office of Vocational Rehabilitation, a department of the Department of Labor and Industry, serving Washington, Greene and Fayette Counties. Library Services does not keep a calendar of their hours.

Room 422: Nursing Mothers Room. One cushioned chair, small table, electrical outlet, privacy screen on window.

This private room is available for use by any nursing mother to nurse or to pump breast milk. The key to the room can be signed out at the Borrowing Desk on the first floor.

Equipment and seating listed in library rooms are subject to change.

Information required in all room reservations:

Name and contact information of individual, group or department making the reservation.

Library staff/faculty member taking the reservation.

Exceptions to these policies may be made by the Dean of Library Services on a case by case basis. Special requests that may warrant special dispensation to this policy can be submitted to the Library Administration office.

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