

University Libraries Room Usage & Event Guidelines

Meeting Rooms

Zarrow Meeting Room (BL, LL2110)



About the Room: This meeting room features a large conference table with seating. It is designed for traditional meetings and group work. Only faculty and graduate students will have card swipe access to this room.

Occupancy: 9

Priority Use: The room is for graduate student and faculty use.

Available Technology:

- ▶ Teleconferencing phone
- ▶ AppleTV
- ▶ Clickshare
- ▶ Microphone & Camera
- ▶ Large display monitor

Food & Drink: Food and drink are permitted. Alcohol is not permitted in this space.

Room Reservations: This room may be booked for up to 4 hours, up to one month in advance. Reservations meeting this criteria are self-service through the libraries' website. For meetings longer than 4 hours or to book more than a month in advance, email libpr@ou.edu.

Zarrow Meeting Room (BL, LL2111)



About the Room: This meeting room features a large conference table with seating. It is designed for traditional meetings and group work. Only faculty and graduate students will have card swipe access to this room.

Occupancy: 20

Priority Use: The room is for graduate student and faculty use.

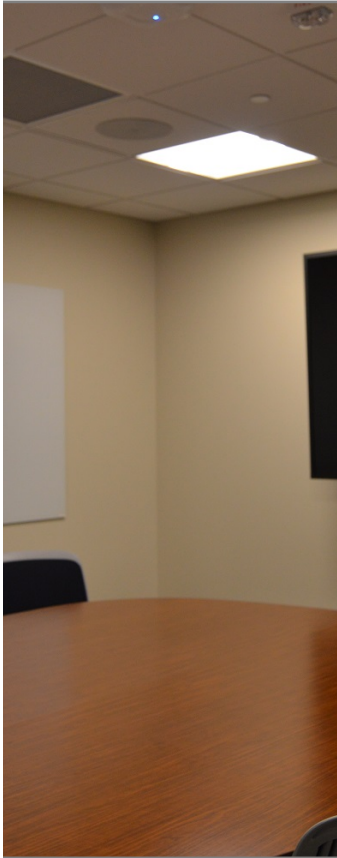
Available Technology:

- ▶ Teleconferencing phone
- ▶ AppleTV
- ▶ Clickshare
- ▶ Microphone & Camera
- ▶ Large display monitor

Food & Drink: Food and drink are permitted. Alcohol is not permitted in this space.

Room Reservations: This room may be booked for up to 4 hours, up to three months in advance. Reservations meeting this criteria are self-service through the libraries' website. For meetings longer than 4 hours or to book more than three months in advance, email libpr@ou.edu.

Zarrow Meeting Room (BL, LL2511)



About the Room: This meeting room features a large conference table with seating. It is designed for traditional meetings and group work. Only faculty will have card swipe access to this room.

Occupancy: 9

Priority Use: The room is for faculty use.

Available Technology:

- ▶ Teleconferencing phone
- ▶ Apple TV
- ▶ Clickshare
- ▶ Large display monitor

Food & Drink: Food and drink are permitted. Alcohol is not permitted in this space.

Room Reservations: This room may be booked for up to 8 hours, up to three months in advance. Reservations meeting this criteria are self-service through the libraries' website. For meetings longer than 4 hours or to book more than three months in advance, email libpr@ou.edu.

DSL Conference Room (BL, LL121E)



About the Room: The Digital Scholarship Lab (DSL) is designed to support digital scholarship across disciplines, and the conference room is equipped to extend that reach beyond OU with the video conferencing tools available.

Occupancy: 20

Priority Use:

- ▶ Faculty and graduate assistants working on digital scholarship projects whose group is larger than can be accommodated in the DSL pods.
- ▶ Groups utilizing the video-conferencing equipment to collaborate with other scholars, participate in a webinar, or virtually attend a meeting.
- ▶ When not scheduled for digital scholarship or video-conferencing, the room may be used for one-time seminar instruction and administrative meetings at the discretion of the Digital Scholarship Specialist.

Available Technology:

- ▶ Polycom
- ▶ Very large Display
- ▶ Crestron system controls tech in room

Food & Drink: Food and drink are permitted. Alcohol is not permitted in this space.

Room Reservations: The room is available **M-F, 8a -5p** and is scheduled online through the libraries' website on a first come, first served basis.

Travis Conference Room (BL, 205)



About the Room: Located in the library's administrative suite, this room serves as a primary conference room for library meetings and activities.

Occupancy: 25

Priority Use:

- ▶ Library meetings, interviews or other administrative functions.
- ▶ Meetings involving individuals from across the university with a library employee serving as host.
- ▶ When not in use for library business, it may be scheduled by those from across the university at the discretion of library administration.

Available Technology:

- ▶ Projector and screen (projector has audio)
- ▶ Polycom/Tandberg
- ▶ AppleTV
- ▶ HP 8200 computer with wireless keyboard and mouse
- ▶ Teleconferencing phone (Polycom model)
- ▶ Laptop connection (HDMI + adapters)
- ▶ Skype camera

Food & Drink: Permitted

Room Reservations: The room is available M-F, 8a -5p and is scheduled through the Library Administration Office. To schedule the room, please call 405.325.2611 or email libpr@ou.edu.

Project Room (Library Service Center, 124)



About the Room: This room is designed for project planning and can be reserved for extended periods of time for groups needing a designated space for collaborative work.

Occupancy: 10

Priority Use:

- ▶ Library teams needing a designated space to collaborate on projects. Reserving the room for longer than one week requires approval of a senior team member.

Available Technology:

- ▶ Eno Board
- ▶ Polycom teleconference phone
- ▶ Apple TV
- ▶ Panel with inputs for connecting other sources.

Technology Support for Events: If an on-site tech is needed for the use of these spaces, requests may be made at <http://help.libraries.ou.edu>. To request either immediate or same day support please contact LTP at 325-3181.

Food & Drink: Permitted

Room Reservations: The room is available M-F, 8a -5p and is scheduled through the Library Service Center Coordinator or the Assistant Library Service Center Coordinator. To schedule the room, please email jennywatson@ou.edu or tddevine@ou.edu.

Conference Room (Library Service Center, 157)



About the Room: This room is designed for small group meetings.

Occupancy: 10

Priority Use:

- ▶ This room is available only to library employees.

Available Technology:

- ▶ 90" Sharp Aquos Display
- ▶ Polycom teleconference phone
- ▶ Polycom video conferencing system
- ▶ Apple TV
- ▶ Panel with inputs for connecting other sources.

Technology Support for Events: If an on-site tech is needed for the use of these spaces, requests may be made at <http://help.libraries.ou.edu>. To request either immediate or same day support please contact LTP at 325-3181.

Food & Drink: Permitted

Room Reservations: The room is available M-F, 8a -5p and is scheduled through Library Service Center Coordinator or the Assistant Library Service Center Coordinator. To schedule the room, please email jennywatson@ou.edu or tddevine@ou.edu.

Classrooms

HCLC Collaborative Learning Classroom (BL, LL123)



About the Room: The Peggy V. Helmerich Collaborative Learning Center (HCLC) Classroom is modeled after The Core on OU's Research Campus.

Occupancy: 48 (8 tables of 6)

Priority Use:

- ▶ The Library Instruction Program receives priority in the use of the Collaborative Learning Classroom.
- ▶ During peak instruction periods (approximately mid-August through October and mid-January through March), those external to the library may only reserve the classroom up to one week in advance of the class/event or after 6 pm. It is available on the weekends for non-library use.
- ▶ The Writing Center will have priority access to the room three evenings per week as a Writing Center satellite space.
- ▶ During non-peak periods, the room may be reserved for one-time use by instructors and groups, with priority given to instructional use and to those needing the technology in the room to enhance the class or meeting.
- ▶ When not reserved, the classroom space will be open as an additional study space for students. During peak instruction periods, the room will open to the public after the last scheduled class ends.

Available Technology:

- ▶ Blu-Ray & DVD player
- ▶ Video-conferencing equipment
- ▶ 30 Macbooks
- ▶ 10 display monitors

Food & Drink: Food and drink are permitted. Alcohol is not permitted in this space.

Room Reservations: If you are a faculty member wishing to reserve the classroom or schedule a library instruction session, please contact your subject librarian (libraries.ou.edu/liaisons). Others wishing to reserve the space should contact Library Administration (libpr@ou.edu).

Mobile Classroom (Bizzell, LL1 - Learning Lab)



About the Room: This mobile classroom is a flexible, multi-use space located in the Learning Lab on Lower Level I of Bizzell. It serves as a secondary classroom for our library instruction program.

Occupancy:

Priority Use:

- ▶ The Library Instruction Program receives priority in the use of mobile classroom.
- ▶ During non-peak periods, instructors and groups may reserve the area for one-time use, with priority given to instructional use and to those needing the technology in the room to enhance the class or meeting.

Available Technology:

- ▶ 24 MacBooks
- ▶ Instructor podium
- ▶ Projector & display

Food & Drink: Food & drink are not permitted in this space.

Room Reservations: For library instruction in this room, contact Magen Bednar (magen.bednar@ou.edu). For other uses, email libpr@ou.edu.

Harlow Room (BL, 516)



About the Room: The Harlow room is the primary instruction space for the 5th floor special collections, including courses utilizing material from the collection as part of their curriculum. It may also be scheduled to support guided tours through the exhibit galleries. Administrative meetings may be scheduled in the space with prior approval from the curators and library administration.

Occupancy: 24 chairs @ 12 tables + 4 extra chairs

Priority Use:

- ▶ Groups receiving a guided tour of the exhibit galleries receive priority in the use of the Harlow room.
- ▶ When not scheduled to support a tour, the room may be reserved for one-time use by groups up to one week in advance of the event. Reservations must be approved by curators.
- ▶ Bags and pens are allowed when there are no special collection materials in the room. Staff presence is by the discretion of the curators.

Available Technology:

- ▶ Instructor station
- ▶ Projector & large screen
- ▶ Video conferencing equipment

Food & Drink: Food & drink are not permitted in this space.

Room Reservations: The Harlow Room is scheduled through BL5. To schedule this room, please call 405.325.2791 or email galileo@ou.edu.

WHC Classroom (Monnet Hall)



About the Room: This classroom primarily supports presentations and classes offered by the Western History Collections.

Occupancy: 25

Priority Use:

- ▶ Instruction sessions offered by Western History Collections personnel.
- ▶ Recurring classes related to the collections on a limited basis; must be approved by the WHC Curator.
- ▶ University Libraries meetings on a limited basis.

Available Technology:

- ▶ Monitor
- ▶ Apple TV
- ▶ Skype camera
- ▶ Mac mini hooked up

Food & Drink: Food & drink are not permitted in this space.

Room Reservations: This room is scheduled through the Western History Collections by calling (405) 325-3641.

Training Room (Library Service Center, Room 134)



About the Room: This room is located off campus at the Library Service Center and is designed for workshops, training sessions, and other professional development events. Library staff are not available to assist with furniture arrangement and groups should return the space to classroom style arrangement at the end of their reservation. This room is not available to student groups.

Occupancy: Classroom: 48 | Theater seating: 80

Priority Use:

- ▶ Library meetings, trainings, and other administrative functions.
- ▶ Meetings involving individuals from across the university or professional organizations with a library employee serving as host.
- ▶ When not in use for library business, University Faculty and Staff may reserve the room for official University purposes.

Available Technology:

- ▶ 106" Projection screen
- ▶ Apple TV
- ▶ Shure wireless lapel mic
- ▶ Shure wireless handheld mic
- ▶ Panel behind podium with inputs for connecting other sources (laptops, etc.)

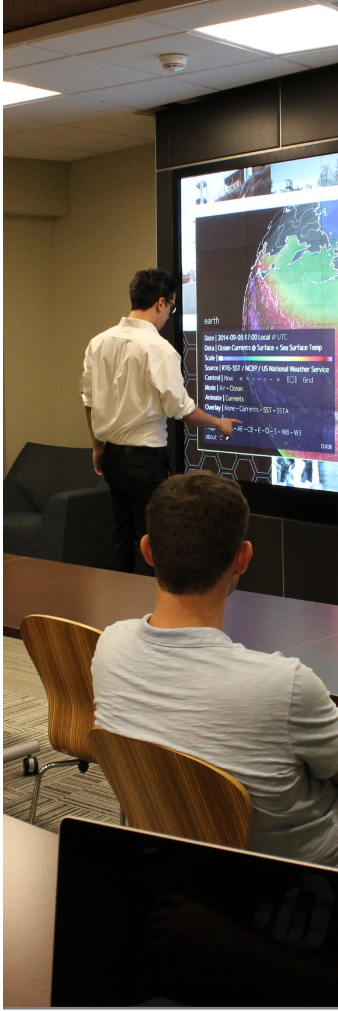
Technology Support for Events: If an on-site tech is needed for the use of these spaces, requests may be made at <http://help.libraries.ou.edu>. To request either immediate or same day support please contact LTP at 325-3181.

Food & Drink: Food and drink are permitted. Alcohol is not permitted in this space. No refrigeration or kitchen space is available and arrangements for catering must be made by the person or group making the reservation.

Room Reservations: The room is available M-F, 8a - 5p. This room is scheduled through the Library Administration Office or the Assistant Library Service Center Coordinator. To schedule the room, please email libpr@ou.edu or tddevine@ou.edu with the number of people in your group, whether you plan to serve food, the name of the event, and the point of contact.

Event Spaces

Community Room (BL, LL118)



About the Room: This room is at the heart of the Collaborative Learning Center and is designed for special events that engage the University community. The space will be open for library visitors when not scheduled for an event.

Occupancy:

- ▶ Theater seating: 80
- ▶ Classroom-style: 32
- ▶ Conference-style: 16

Priority Use:

University groups may reserve the Community Event room for official University purposes.

- ▶ Appropriate uses of the space include, but are not limited to:
 - ▶ Public academic events such as poetry readings, symposiums, and lectures
 - ▶ University meetings that require high-end technology

Available Technology:

- ▶ Prysm Wall supports various computer inputs
- ▶ Room audio/ microphone

Food & Drink: Food and drink are permitted. If your event is serving a meal, then tables are required as part of the set-up, thus reducing the room occupancy. Alcohol is not permitted in this space. The renting department is responsible for making all necessary arrangements for catering.

Room Reservations: The room is scheduled through the Library Administration Office. To schedule the room, please call 405.325.2611 or email libpr@ou.edu. The room must be reserved at least 5 business in advance of the event. Library events will have priority use of the space.

Rental Fee: When the space is being used for non-public events, there is a rental fee associated with room use. The space is reserved in two-hour increments. The rental fee is \$50 for 2-hours and will be billed directly to a university account.

Room 339 (BL, 339)



About the Room: This multipurpose space provides a large room for meetings, interviews, presentations and other events. The space will be open for library visitors when not scheduled for an event.

Occupancy: 60 seats, 12 6-ft tables (Theater = 70 | conference = 20 | classroom = 24)

Priority Use:

- ▶ Library meetings, interviews or other administrative functions.
- ▶ Meetings involving individuals from across the university with a library employee serving as host.
- ▶ When not in use for library business, it may be scheduled by those from across the university at the discretion of library administration.

Available Technology:

- ▶ Projector and screen.
- ▶ Extra displays through room (2)
- ▶ Podium with inputs for laptop
- ▶ Polycom/Tandberg
- ▶ Laptop available from LTP (upon request)

Food & Drink: Food and drink are permitted.

Room Reservations: The room is primarily available M-F, 8a -5p and is scheduled through the Library Administration Office. To schedule the room, please call 405.325.2611 or email libpr@ou.edu. The room must be reserved at least 5 business in advance of the event. Library events will have priority use of the space.

Secondary Event Spaces

General Guidelines for Hosting Special Events at University Libraries

- ▶ Spaces are only available for official events of OU colleges and departments.
 - ▶ Reservations must be made at least 6 weeks in advance of the event.
 - ▶ Curators of the special collections and/or library administration must approve events.
 - ▶ Rental requests are not confirmed until a letter of agreement is signed and an authorized University account number has been provided.
 - ▶ University Libraries reserves the right to cancel events due to inclement weather. As much advanced notice as possible will be given when canceling an event.
 - ▶ Events in our special collections require their personnel and a security guard to be present for the entirety of the event.
 - ▶ The event host is responsible for removing all trash and decorations immediately following the event.
 - ▶ All decorations must be free-standing. Nothing may be affixed to walls. Potted plants and candles are prohibited.
 - ▶ Food and drink are permitted in designated areas only.
 - ▶ The event host is responsible for arranging all catering. Catering may not use sterno or open flames to warm items.
 - ▶ All events serving alcohol are required to have licensed caterers to provide all bars. No individuals under the age of 21 are to be served alcoholic beverages. Red wine may not be served in library spaces.
 - ▶ All deliveries should be scheduled in advance with the appropriate library personnel.
 - ▶ The event host is responsible for procuring any needed technology or audio-visual equipment for the event when it is not already available in the space.
 - ▶ The event host is responsible for any charges incurred for modifying the physical arrangement of spaces for their event. Each space has limitations to what may be moved to support an event.
 - ▶ Event parking should be arranged with the OU Parking Office (parking.ou.edu).
 - ▶ Rental fees may be waived at the discretion of library administration.
 - ▶ The event host is responsible for the actions and activities of their guests and personnel during the event and cleanup time.
 - ▶ The event host will provide OU Libraries with an account number for cleanup or special services charged incurred for restoration of the library spaces to their normal state.
 - ▶ University Libraries reserves the right to inspect and control all event activities in our facilities
 - ▶ University Libraries assumes no responsibility for damage to, or loss of, any merchandise or personal property.
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Boorstin Collection (Bizzell, Main)



About the Room: This room on the main floor of Bizzell Memorial Library houses the Daniel J. Boorstin Collection and is open for quiet study and use of the collection.

Occupancy: Table seating for 28, soft-seating for 6

Priority Use:

- ▶ This space is intended to be a quiet study space for faculty and students.
- ▶ At the discretion of library administration, this space may be reserved for University special events and other one-time use. Events must use the room in its current configuration and may not remove furniture or collections from the area.

Available Technology:

- ▶ No presentation or audiovisual technology

Food & Drink:

- ▶ Food and drink are permitted for events. The renting department is responsible for making all necessary arrangements for catering and alcohol service.
- ▶ All events serving alcohol are required to have licensed caterers to provide all bars. No individuals under the age of 21 are to be served alcoholic beverages. Red wine may not be served in this space.

Room Reservations: The room is scheduled through the Library Administration Office. To schedule the room, please call 405.325.2611 or email libpr@ou.edu. The room must be reserved at least 5 business days in advance of the event. Library events will have priority use of the space.

Rental Fee: The space is reserved in two-hour increments. The rental fee is \$100 for 2-hours and will be billed directly to a university account.

Scholars Lounge (Bizzell, LL2)



About the Room: This room is part of the Zarrow Faculty & Graduate Student Center .

Occupancy: Seating for 57

Priority Use:

- ▶ This space is intended to be a social space for faculty and graduate students working on LL2.
- ▶ At the discretion of library administration, this space may be reserved for University special events and other one-time use. Events must use the room in its current configuration and may not remove furniture or collections from the area.

Available Technology:

- ▶ No presentation or audiovisual technology

Food & Drink:

- ▶ Food and drink are permitted for events. The renting department is responsible for making all necessary arrangements for catering and alcohol service.
- ▶ All events serving alcohol are required to have licensed caterers to provide all bars. No individuals under the age of 21 are to be served alcoholic beverages. Red wine may not be served in this space.

Room Reservations: The room is scheduled through the Library Administration Office. To schedule the room, please call 405.325.2611 or email libpr@ou.edu. The room must be reserved at least 5 business days in advance of the event. Library events will have priority use of the space.

Rental Fee: The space is reserved in two-hour increments. The rental fee is \$100 for 2-hours and will be billed directly to a university account.

Peggy V. Helmerich Great Reading Room (Bizzell, 1929)



About the Room: The Peggy V. Helmerich Great Reading Room is an iconic space on the OU campus making it a popular destination for campus visitors and tours as well as a quiet study space for students.

Occupancy: 210 chairs @ 28 tables

Priority Use:

- ▶ This space is intended to be a quiet study space for faculty and students.
- ▶ At the discretion of library administration, this space may be reserved for University special events.
- ▶ Events must use the room in its current configuration and may not remove furniture or collections from the area.

Available Technology: No presentation technology is provided in this space.

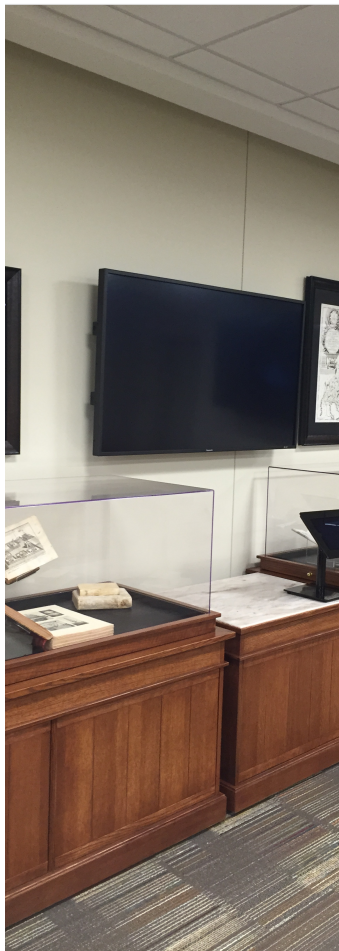
Food & Drink:

- ▶ Food and drink are permitted for events. The renting department is responsible for making all necessary arrangements for catering and alcohol service.
- ▶ All events serving alcohol are required to have licensed caterers to provide all bars. No individuals under the age of 21 are to be served alcoholic beverages.

Room Reservations: The room is scheduled through the Library Administration Office. To schedule the room, please call 405.325.2611 or email libpr@ou.edu. The room must be reserved at least 30 days in advance of the event. Library events will have priority use of the space.

Rental Fee: The space is reserved in 4-hour increments. The rental fee is \$1,500 for 4-hours and will be billed directly to a university account.

5th Floor Special Collections (BL, 5th floor)



About the Facility: Bizzell's 5th floor Special Collections are available for after-hour events on a limited basis. Included in the reservation of the space are the exhibition galleries, the lobby, and the BL5 Community Room.

Occupancy: Reception: Maximum 100 people | Seated Dinner: Maximum: 50 people

Priority Use:

- ▶ This space is intended to be a quiet research space for faculty and students.
- ▶ At the discretion of the Western History Collections Curator and library administration, this space may be reserved for University special events and other one-time use.

Available Technology: The theater screen may be used for presentations in the lobby area. A laptop may be provided if needed, but arrangements should be made in advance.

Food & Drink:

- ▶ Food and drink are not permitted in the exhibition galleries.
- ▶ Food and drink are permitted for events in the lobby/reception area and in the BL5 Community Room. The renting department is responsible for making all necessary arrangements for catering and alcohol service.
- ▶ All events serving alcohol are required to have licensed caterers to provide all bars. No individuals under the age of 21 are to be served alcoholic beverages.

Room Reservations: To learn more or to schedule an event, please call 405.325.2791 or email galileo@ou.edu. University Libraries and the 5th floor special collections have priority use of the space.

Rental Fee: The space is reserved in 4-hour increments. The rental fee is \$500 for 4-hours and will be billed directly to a university account.

Western History Collections Reading Room (Monnet Hall)



About the Room: The Western History Collections Reading Room is available for events on a limited basis. This facility is not wheelchair accessible. Reservations are limited to the Reading Room only. All book stacks and administrative areas are closed to non-WHC personnel.

Occupancy: Maximum 70 people

Priority Use:

- ▶ This space is intended to be a quiet research space for faculty and students.
- ▶ At the discretion of the Western History Collections Curator and library administration, this space may be reserved for University special events and other one-time use.

Available Technology: No presentation technology is provided in this space.

Food & Drink:

- ▶ Food and drink are permitted for events. The renting department is responsible for making all necessary arrangements for catering and alcohol service.
- ▶ All events serving alcohol are required to have licensed caterers to provide all bars. No individuals under the age of 21 are to be served alcoholic beverages.

Room Reservations: To learn more or to schedule an event, please call 405.325.3641. University Libraries and the Western History Collections have priority use of the space.

Rental Fee: The space is reserved in 4-hour increments. The rental fee is \$500 for 4-hours and will be billed directly to a university account.
