



# 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/research desk on the first floor of the library, 724-938-4094 or [research@calu.edu](mailto:research@calu.edu). **Faculty, staff and administration** may reserve rooms by contacting the Library Administration Office, 724-938-4096 or [engle@calu.edu](mailto: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.

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**Study/Meeting Rooms:** These rooms are available to all patrons for university business and are available for reserving for one-time or recurring study sessions or meetings. These rooms cannot be reserved to hold classes.

### MAN 124:

10 seats, 1 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.



### MAN 213:

8 seats, 1 table, 4 outlets.

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



**MAN 316:**

1 table, 6 chairs 2 outlets, shelving.

This is a small study room for individuals or groups.



**MAN 317:**

2 tables, 10 chairs, 4 outlets, 1 whiteboard. More seating can be added in this room.

This is a large study or meeting space for groups.



**MAN 319:**

3 tables, 12 chairs, separate office space with one desk 1 chair. 4 outlets, art hanging system. More seating can be added.

This is a large semi-private meeting space; the walls do not go to the ceiling.

It can be reserved for group meetings.



**MAN 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 patrons on a first come first served basis and cannot be reserved.



**MAN 412:**

5 tables, 3 coffee tables, 6 outlets and 1 chalkboard. Can seat 30 by including the perimeter couches and chairs.

This large study 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, ONLY if no other space is available.



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**Rooms for Specific Uses:** The following rooms are available for specific functions and should be scheduled in advance by contacting the Library Administration Office unless otherwise noted in the room description. They can be reserved by faculty, staff or administration for the purposes specified in each room description.

### **LOBBY**

1 table, 3 chairs, no electrical outlets

This area can be reserved by groups for fundraising, bake sales, and promotions. All materials distributed in the lobby must be approved by Library Administration. Contact the Library Administration office to schedule use of the lobby table.



### **MAN 128:** Dossier Room

1 desk, 1 chair, shelving for binders.

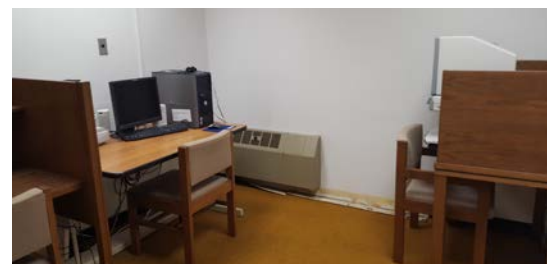
This room is used to house dossiers for promotion, tenure and presidential awards. It is managed by the Academic Affairs office. Only faculty dropping off or picking up dossiers and members of the review committees will have access to the room by stopping at the Circulation/Borrowing Desk for the key.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



### **MAN 130:** Viewing and Listening Room

1 workstation, 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. Contact Media Services x4098 or Library Administration to schedule use of the Viewing and Listening Room.



### **MAN 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.



**MAN 318:** Library Computer Lab

20 workstations, 1 instructor station with computer, 1TV/display. 8+ seats available for laptop use.

The lab is open through the week and staffed with a student worker. Reservations are accepted in advance for non-library computer training. Requests to use this room are handled through the Library Administration office.



**MAN 320-325; 330-339; 421, 423:** Study Carrels

Located on the 3<sup>rd</sup> and 4<sup>th</sup> 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. Requests to use a study carrel are handled through the Library Administration Office.



**MAN 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.



**MAN 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. Contact a Librarian, the Research Graduate Assistant or the Library Administration Office to make a reservation to use this room.



**MAN 411:** Northern Appalachian Network Conference Room

2 tables, 10 chairs, 1 credenza, 1 chalk board

This library conference room is currently assigned for shared use by the Northern Appalachian Network and the TRIO and Academic Services offices.



**MAN 420:** OVR Office

1 desk, 2 chairs.

This room is temporarily assigned to the Department of Labor and Industry's Office of Vocational Rehabilitation, to serve CalU students from Washington, Greene and Fayette Counties. Library Services does not keep a calendar of their hours.

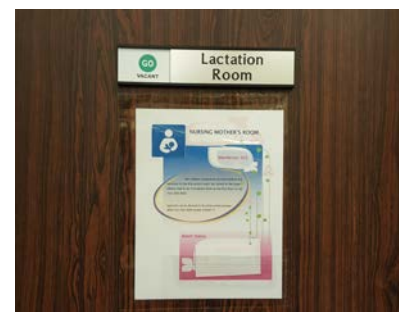


**MAN 422:** Nursing Mothers Room.

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 for 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. Requests that may warrant special dispensation to this policy can be submitted to the Library Administration office.

Revision date: October 23, 2017