

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 two days in advance of the event by contacting the appropriate contact person as listed below. Note: Groups outside of the university must contract through the university's Special Events office for any library room.

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

Room	Room Number	Seating Capacity	Contact Person	Phone & E-mail
Special Collections	LIB 211	40	Diana Fonseca	210-829-3959 dianaf@uiwtx.edu
Sterling International Conference Room	LIB 221	14	Diana Fonseca	210-829-3959 dianaf@uiwtx.edu
Information Literacy/ Technology Classroom	LIB 230	30	Leslie Todd	210-829-3841 todd@uiwtx.edu
Library Auditorium	LIB 114	125	Diana Fonseca	210-829-3959 dianaf@uiwtx.edu
Non- UIW Affiliated Groups	Any Room		Jose Herrera	210-832-33299 herreraj@uiwtx.edu

Technology arrangements must be made with the Media Services – 829-3945 or fill out a request form <http://www.uiw.edu/ird/request-forms/classroom-av-request-form.html>. Phone lines are available in 221, 235 and the library auditorium. Phone arrangements must be made with Art Gill – 410-9010.

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 emailing dianaf@uiwtx.edu. This room may 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 may be set up in the outer foyer of the library with the permission of the Dean of Library Services.

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 40. This room may be reserved by UIW Administrators, Faculty, Staff and Student Organization Advisors (not students).

Students wishing to use this room must have an Advisor make the reservation and be responsible for the meetings held in the room. Student organization use of this room is restricted to Monday – Thursday, 8am to 9pm; Friday, 8am to 6pm. This room is not available for use when the library is closed. Arrangements to use this room must be made by emailing dianaf@uiwtx.edu .

Any request to re-arrange furniture in the Special Collections must be made through Special Events Office well in advance of the event (2 weeks). Please contact Jose Herrea, Director of Special Events and the Rosenberg Sky Room at 210-832-3299 or email herreraj@uiwtx.edu. The ability to move furniture is based on the number of other events that are scheduled during the same time period. If you know that furniture needs to be moved, please block out time before and after your planned event to allow for furniture moves. All furniture must be moved back in place prior to the next event. This too, must be arranged with Special Events.

Sterling International Room

This small conference room seats 14. It is available for meetings. This room may be reserved by UIW Administrators, Faculty, Staff and Student Organization Advisors. Student organizations wishing to use this room must have an advisor make the reservation and be responsible for the activities in the room. Student organization use of this room is restricted to Monday – Thursday, 8am to 9pm; Friday, 8am to 6pm. This room is not available for use when the library is closed. Arrangements to use this room must be made by emailing dianaf@uiwtx.edu .

Computer Room 230

This computer room is used primarily for technology and information literacy training. It contains 30 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. 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, all library meeting rooms are unavailable when the library is closed.

Access to the library auditorium when the library is closed must 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 is no library staff person available to open the auditorium.
- Unlock the outer library doors to the lobby 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.

http://uiw.edu/library/documents/library_room_requests.pdf

Updated by ca

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Approved by Dr. C. Anderson