SEMINAR ROOMS

Four rooms in the library, these being 115; 215A, the Student-Faculty Reading Room, and 309F may be reserved by faculty, staff, students, or community groups wishing to meet in the library during service hours. The rooms 215A and 309F may also be assigned for class meetings at the request of the Dean of Instruction. Such request must be approved by the Director of Libraries.

The Instructional Lab in the Reference Room is used mainly for library instruction, but may be reserved in special circumstances by contacting the Head of Reference.

Reservations of room 115 are the exclusive responsibility of reference personnel. All other reservations must be made through the office of the Director of Libraries.

In all instances groups seeking use of library rooms must complete a Facilities Use Form, which may be obtained from the Department of Student Activities and Organizations. There are absolutely no exceptions to this requirement, and it applies in particular to non-university groups. The form must be approved and signed by the Director of Libraries before any space can be assigned.