Policy on Library Conference Rooms

The University Library has 4 conference rooms. All conference rooms are scheduled through Digital Commons at 298-2417.

1. The Mary Lou Kent Conference Room
   • Located on 6th level of the Library
   • Restricted to Library meetings and limited University sponsored group
   • Student groups must have an advisor present
   • Seats approximately 30 people, 14 at the table

2. Library Office Conference Room
   • Located in the Administrative Offices 3rd level of the Library
   • Limited to Library Meetings
   • Seats approximately 10-12 people

3. Digital Commons Conference Room
   • Located in the Digital Commons Room 180 1st level of the Library
   • Must be using some form of electronic media
   • Seats 30 people, able to add seating up to 45

4. Digital Commons Room 176
   • Located in the Digital Commons Room 176 1st level of the Library
   • 4 computers with Photoshop and other software available
   • Seats 6 with a screen for projection

Revise: 7/12
Approved by Dean of University Libraries