

AdAstra Windows Client Choices

ROOMS	Schedulers	ROOMS	Schedulers
LA-1108C	Circ Heads, Lester	LL-108	Lib Admin
LA-2203	Lib Admin	LL-260	Carol Tohsaku
LA-2250P	Lib Admin	LL-261	Carol Tohsaku
LA-2250S	Lib Admin	LL-408	Neer, Phillips
LA-4410	Lib Admin, Spec Coll	LL-428A	Lib Admin
LA-4450	Lib Admin	LL-428D	Lib Admin
LA-76	All Librarians	LL-430	Lib Admin
LA-78	All Librarians	LL-431	Lib Admin
TOUR-SCL	Spec Coll	LL-439	Lib Admin
NOTE: Anyone, not listed as a scheduler for a particular room, can request that room. Lib Admin = Hawkes, SA, Lester. Circ Heads = Schmidt, Anderson, Brown. Spec Coll = Jarosz, Bahde		LL-490	Neer, Phillips
NOTE: Sandy Neer & Carol Phillips have scheduling rights in all rooms (except LL-260 & 261), as a backup responsibility. Only Carol Tohsaku has scheduling rights in LL-260 & 261.		OFF1-LIB thru OFF5-LIB	All Librarians
NOTE: Sandy Neer is the default confirmation and notification person for all library rooms (except LL-260 & 261.		TUR1-LIB thru TUR5-LIB	All Librarians

ROOMS	When to Use
OFF1-LIB thru OFF5-LIB	Librarian use only - for any activities outside the Library or campus. I.E. FS-108, HT-183, National City, SDC Board of Education, etc.
TUR1-LIB thru TUR5-LIB	Tours of the Library buildings
TOUR-SCL	Tours of just Special Collections

EVENT TYPES	Definition	CUSTOMER TYPES	Definition
Committee Meeting	I.E. Established committees' regular meetings.	Alumni	I.E. Members of Alumni Association
Computer Workshop	I.E. BATS, Ref. Manager, EndNote, etc. workshops.	Company	I.E. Outside Vendor; including Aztec Shops
Demonstration	I.E. Vendor demonstration.	Contractor	I.E. Trolley project workers
Department Event	I.E. Special event related to Departmental activities – Dean's reception, Friends luncheon, etc.	Faculty	I.E. Faculty member or department
Presentation	I.E. Library instruction activities.	Foundation	I.E. SDSU or Campanile foundations
Project Meeting	I.E. Special project's (like the Trolley or Alt. ID) regular meetings.	LIB-Patron	I.E. Friends of the Library
Room Maintenance	I.E. Facilities, Hardware/Software, etc. changes that require room closure to events	Public	I.E. Everyone else
Staff Meeting	I.E. F/S or department regular meetings.	Staff	I.E. Staff member or department
Tour	I.E. Group tours of the buildings or areas in the building (Special Collections)	Student	I.E. Individual Student or Student organization
Training	I.E. Department or Vendor training with or without computers	Teaching Assistant	I.E. Teaching assistant
University Event	I.E. Special event related to University activities –	NOTE: The above choices for CUSTOMER TYPES are also used for PRICING GROUPS	

EVENT TYPES	Definition	CUSTOMER TYPES	Definition
	for Pres. Weber, Nancy Marlin, campus at large, etc.		