

Use Procedures for the Library's Presentation Rooms

Prior to Day of Use

Schedule the appropriate Presentation Room with Library Administration office (LA-2250) by submitting a Library Presentation Rooms Request form. The form is available for pickup and drop-off in LA-2250 or may be submitted via the WWW at <http://infodome.sdsu.edu/forms/room.shtml> or complete a printed version of the form <http://infodome.sdsu.edu/forms/request.pdf> and send it via campus mail.

While you are welcome to call the Library Administration office at 594-6014 to inquire about room availability for specific dates and times, we are unable to "pencil you in" or otherwise reserve the room for you until you submit the request form.

When scheduling a block of time for your event, consider scheduling additional time before your event starts to allow for set-up of equipment and software, or to practice your presentation. It is strongly suggested that you investigate hardware and software compatibility issues (See Presentation Room Facilities) and, if necessary, make arrangements through the InfoSys Service Desk (594-6753) to test these issues prior to day of use.

You will need to learn how to operate the equipment you plan to use during your event. Schedule an orientation session through the InfoSys Service Desk (594-6753) at least 48 hours prior to date of use. Due to time and staffing constraints, we are unable to provide training to students or guests. For student or guest presentations, training will be given to the faculty or staff member responsible for the class or event.

If your plans change and you no longer need the use of the room, please call 594-6014 to cancel your reservation.

Day of Use

Go to the Library Administration office, LA-2250, and checkout the key to unlock the room. The attendees will not be allowed to enter the room, until **you** arrive. The Library Administration office can be very busy at times; please be patient and allow a few extra minutes in case the staff are busy.

If your event begins after the Library Administration office closes at 4:30 pm, please come to the Library Administration office prior to closing to checkout the key. When you've completed your use of the room after 4:30 p.m., you must notify the RBR Desk (LA-2228) when you've finished using the room and return the key there.

You must be present during the event; remember that **you** are responsible for the equipment in the room and the condition of the room itself. As such, **you** must enforce the rules prohibiting eating, drinking and smoking in the room.

Remember to remove any videotapes or other media/equipment you may have brought to the room.

If You Have a Problem During Your Event

If a Computer/Internet access problem occurs before 4:30 p.m., go to LL-453 or call 594-6753 and ask for assistance.