GUIDELINES FOR USING Educational Resources Collections Meeting Rooms 1 & 2

Educational Resources Collections has two meeting rooms (BL 082A and BL 082B) designated for large group instruction utilizing a) Educational Resources materials and/or viewing media; or, b) one-time/short-term University-sponsored groups or events (campus organizations, special events such as speakers, student presentations, orientations, etc.).

1. Each meeting room is equipped with the following:
   - Instructor workstation with computer
   - Data projector
   - Switch-operated projection screen
   - DVD/VHS player
   - Elmo document camera
   - Connection for a guest laptop or iBook
   - Sound system
   - Video conferencing capability
   - Wall mounted white boards
   - Wireless microphone (Meeting Room 1)
   - Each meeting room has recessed canned lights with dimmer switches that allow in-room lighting to be adjusted for note taking while viewing images on the projection screens.
   - Flip Chart

2. Requests for additional equipment may be made by contacting Educational Resources Collections personnel at 5-5340 or 5-8760. Equipment not available from Educational Resources Collections may be available through Equipment Projectionists Services at 5-5337. Limited technical assistance is available during regular business hours. Report problems with equipment or the meeting room to staff at the Educational Resources Collections counter.

3. Meeting Room 1 (BL 082A) seats 32 and Meeting Room 2 (BL 082B) seats 24. The dividing partition can be pulled back allowing the meeting rooms to be used as one single space. The chairs can be rearranged to provide seating for 56.

4. The persons using the space must be faculty, staff, or students of Ball State University.

5. The meeting rooms may be reserved for use the following days and times:
   a. Monday – Thursday 7:30am – midnight
   b. Friday 7:30am – 8:00pm
   c. Saturday 9:30am – 5:30pm
   d. Sunday 10:30am – midnight

6. For assistance with room reservations, contact the Library Dean’s Office at 285-5277. Reservations are not made across an entire semester; that is, serving as a substitute for a regular classroom.

7. Food and beverages are allowed, but must be catered by Banquet and Catering or the Bookmark Café and the initiator is responsible for clean-up at the end of the session. To request catering, contact Banquet and Catering at 285-3500.

8. Users of the spaces are not allowed to sell products or services, hold religious services, or proselytize.