

## BIRD LIBRARY REGISTRAR CLASSROOM

### ROOM 004

#### **Purpose of room**

Room 004 in Bird Library is available for use by Syracuse University faculty, staff, and sponsored guests for academic purposes. This room is intended primarily for classroom use between 8:00 a.m. and 5:00 p.m. on weekdays. Room 004 is not to be used for recreational or social purposes.

#### **Location**

Room 004 is located on the Lower Level of Bird Library on the west perimeter wall. (see the [Bird Library Lower Level Floor Map](#)).

#### **Priority for use of Room**

- 1) University Registrar classes
- 2) Libraries-sponsored meetings and events
- 3) Non-Libraries-sponsored meetings or events

Individuals with a lower priority must relinquish the room to those with a higher-priority. Reservations to use this room between the hours of 8:00 a.m. and 5:00 p.m. on weekdays must be submitted to the Registrar's Office. All reservation requests for use after 5:00 p.m. and on weekends must be submitted via the Libraries' room reservation web form (see <http://library.syr.edu/services/space/form-findroomgeneral.php>)

#### **Hours available for reservation**

Room 004 is available during the hours the first floor Access Services desk is staffed (see [Weekly Service Desk Hours](#)). The room will be locked at all times. The Access Service Desk will provide entrance to the room upon event organizer supplying Syracuse University ID. All functions must be concluded at least 30 minutes prior to this desk's closing.

#### **Room capacity**

The standard furniture layout seats 75. Room capacity varies depending on the furniture layout but may not exceed 75 people. The room holds 35 when set up with tables.

#### **Technology available**

Wireless or wired network, telephone jack, document camera, camera for video conferencing, audio system with microphones, a large HD projector and screen in this room. Cell phones, tablets and PCs are among the different devices that can be plugged into the system and viewed on the screen (adapters for all variations are not provided).

Hardware and software assistance for equipment in this room is provided by ITS Learning Environments. Please use the dedicated phone in the front cabinet for equipment support.

All equipment is set up for self service. The host of the function is responsible for setup, operation, and shutdown of the equipment. Libraries staff should arrange for training prior to room use. Departmental Technology Associates provide room training for employees in their respective departments. The Learning Commons Consultation Desk will provide best effort emergency support after normal business hours.

## **Food and Drink allowed?**

Syracuse University Catering only

## **General Room Policies**

[General Room Policy \[PDF\]](#)

[Reserve a Room](#)

To cancel a room reservation: Contact Library Administration at 443-2573.

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