Spector Room (Room 608)  
Meeting Room Use Policy

Purpose of room  
The Spector Room (room 608) is available for use by Syracuse University faculty, staff, and sponsored guests for events of a scholarly or academic nature.

Priority for use of the room is as follows:

1. Events with an anticipated group size of 30 or less that occur on weekdays during the available hours detailed below, including set-up and clean-up time.

2. Events that are not hybrid (online and in-person).

3. In the event of multiple requests for the same date/time, the room will be assigned on a first-come first-served basis.

Location  
The Spector Room is located on the sixth floor of Bird Library, (see Bird Library 6th Floor Map).

Hours available  
This room is generally available 8:00 AM to 4:30 PM on Mondays, Tuesdays, Thursdays, and Fridays; and 8:00 AM to 6:30 PM on Wednesdays. Functions requiring media equipment must allow 15-minutes for set-up and take-down before and after the event.

Room capacity and set-up  
Room capacity varies depending on the furniture layout but may not exceed 30 people. The standard furniture layout includes four rows of tables and chairs and most comfortably seats 24 (see photo). See the Libraries Classroom and Meeting Room Policy for more information about room set-up requirements.

Food and Beverages  
Beverages in spill-proof containers are permitted. Catered events are permitted only if catered by Syracuse University Catering Services. A Catering staff member must be present if a sterno or other open flame food warming system will be in use. The event coordinator is responsible for ensuring that all food and beverages are removed or properly disposed of at the end of the event. See Libraries Classroom and Meeting Room Policy for additional information.
Accessibility
The Spector Room provides the following accessibility features:
- Lapel and podium microphones
- Flexible floor plan to allow for varied seating arrangements
- Blackout curtains and flexible lighting options (note that door window glass cannot be covered).

See the Libraries Meeting Room Policy for more information about accessibility responsibilities.

Technology available
All equipment is set up for self-service. The event coordinator is responsible for setup, operation, and shutdown of the equipment. See the Libraries Meeting Rooms web page for additional information and video instructions for using the technology.

Available equipment includes the following:
- wireless or wired network
- presenter PC
- Media control panel
- ethernet, HDMI inputs
- computer speakers
- ceiling-mounted HD projector
- wall-mounted retractable viewing screen
- wireless and wired keyboard and mouse
- Audio system with lapel and podium microphones
- Conference phone
- Moveable teaching station

Cell phones, tablets, laptops, and PCs are among the different devices that can be connected and viewed on the screen (adapters for all variations are not provided).

Emergency Evacuation
In the case of a building evacuation, all room occupants must exit the building from the nearest stairwell. All elevators are disabled during emergency evacuations. The nearest emergency exit is immediately to the left upon exiting the room. An additional emergency exit is at the opposite end of the corridor, through the wooden double doors adjacent to room 605.

Additional Information
Syracuse University Libraries Meeting Room and Classroom Use Policy [PDF]

Syracuse University Libraries Meeting and Classroom Request form

To cancel a room reservation contact Library Administration at 315.443.2573 or librooms@syr.edu