

Electronic Training Classroom

Lower Level, Room 046

PURPOSE OF ROOM:

The Electronic Training Classroom (ETC) Room is available for use by Library faculty, staff, and sponsored guests for academic class purposes. The ETC is not to be used for recreational or social purposes.

LOCATION:

The ETC Room is located on the south side (University Avenue) perimeter of the Lower Level of Bird Library (see http://library.syr.edu/about/locations/bird/bird_library_maps.php for floor map).

PRIORITY FOR USE OF ROOM:

1. Library-provided instruction sessions
2. Non-Library-sponsored instruction sessions

Individuals with a lower priority must relinquish the room to those with a higher-priority.

HOURS AVAILABLE FOR RESERVATION:

The ETC Room is available during the hours the first floor Learning Commons service desk is open and staffed (see Library service desk hours at <http://library.syr.edu/hours/service.php>). Functions requiring media equipment must allow a 15-minute set-up time after this desk opens. All functions must be concluded at least 30 minutes prior to this floor closing.

ROOM CAPACITY:

The standard furniture layout seats 30. Room capacity may not exceed 30 people.

TECHNOLOGY AVAILABLE:

Wireless, Ethernet, telephone jack. Additional equipment is available upon request. The host of the function is responsible for operation of the equipment during the event.

FOOD AND DRINK ALLOWED?

No.

GENERAL ROOM POLICIES:

See: <http://library.syr.edu/services/PDF/generalpolicy.pdf>

To reserve a room: <http://library.syr.edu/services/space/form-findroom.php>

To cancel a room reservation: Contact Library Administration at 315-443-2573.