

## PETER GRAHAM SCHOLARLY ROOM (PGSC)

### ROOM 114

#### **Purpose of room**

PGSC is available for use by Syracuse University faculty, staff, and sponsored guests for academic purposes. PGSC is not intended to be used for classroom or student use. PGSC is not to be used for recreational or social purposes.

#### **Location**

PGSC is on the southwest (University Avenue) perimeter of the first floor of Bird (see the [Bird Library 1st Floor Map](#)).

Priority for use of Room

- 1) Library-provided instruction sessions
- 2) Library-sponsored meetings and events
- 3) Non-Library-sponsored meetings or events

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

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

PGSC is available during the hours the first floor Access Services desk is staffed (see [Weekly Service Desk Hours](#)). 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 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. A Minimum number of participants is required to book this room.

#### **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.

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.

## **Food and Drink allowed?**

Yes - provided by Syracuse University Catering

## **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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