

Peter Graham Scholarly Room (PGSC) Room 114

PURPOSE

The Peter Graham Scholarly Commons is available for use by Syracuse University faculty, staff, and sponsored guests for academic purposes. It is not intended to be used for classroom or student use. It may not be used for recreational or social purposes.

LOCATION

PGSC is on the southwest (University Avenue) side of the first floor of Bird Library; see the [floor maps web page](#) for details.

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.

PRIORITY FOR USE

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

Individuals with a lower priority may be asked to relinquish the room to those with a higher-priority use.

HOURS AVAILABLE

PGSC is available during the hours the first floor Access Services desk is staffed (see [service desk hours](#)). All functions must be concluded at least 30 minutes prior to this desk's closing. 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 ACCESS

The room will be locked at all times; the Access Services Desk will provide entrance to the room upon event organizer supplying an SU I.D. card.

TECHNOLOGY AVAILABLE

Wireless or wired network, conference phone, audio system with microphones, easels (located in rear coat closet), DVD/VHS player, a large HD projector, and screen. Cell phones, tablets, and PCs are among the different devices that can be connected and viewed on the screen (adapters for all variations are not provided). Additional equipment is available upon request.

All equipment is set up for self-service. The host of the function is responsible for setup, operation, and shutdown of the equipment during the event. 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 only.

USER RESPONSIBILITIES

1. The group or individual sponsoring the event is responsible for the following:
 - a. Room set-up and clean-up. The host may request additional help with setup and/or cleanup through Physical Plant (443-1234), which may charge a fee.
 - b. Informing participants of the location of fire emergency exits and restrooms.
 - c. Ensuring that attendance at the function does not exceed the legal capacity of the meeting room.
 - d. Arranging special accommodations for participants (e.g., assisted learning devices, sign language assistants, etc.), and for complying with the provisions of the Americans with Disabilities Act.
 - e. Ensuring that the room is locked at the end of the event and is not left unlocked and/or unattended at any time during the event.
 - f. Returning the furniture set-up to its standard configuration at the conclusion of the event, as posted on the website and in the room.
 - g. Accepting financial liability for any damage to Libraries facilities and/or loss of Libraries property.
 - h. Contacting Library Administration at 443-2573 to cancel a reservation.
2. The name of Syracuse University Libraries or Bird Library may be used only to designate the location of the function, unless the Libraries is a sponsor of the event. Promotional materials relating to the function must specify the sponsoring group. The use of the Libraries' meeting rooms does not constitute an endorsement of the content or function of the meeting.
3. Events involving food must be catered by University Catering Services. The group or individual sponsoring the event is responsible for ensuring that all remaining food and beverage items are removed and disposed of at the conclusion of the event.
4. Groups may not affix any materials to the walls or doors of the room or Libraries public areas without permission from the Libraries. All signs must be posted in stanchions or other approved sign holders.
5. Meetings/functions must not disturb library operations. The Libraries reserve the right to terminate any function that causes an undue disturbance or endangers the health and safety of participants, library users, and/or Libraries staff.
6. Failure to follow user responsibilities may result in loss of room use privileges.

GENERAL ROOM POLICIES

See the [Meeting Rooms](#) webpage for general policies. The Libraries are not responsible for damage or loss of any personal property or other items left in the room. Items left in room will be taken to the Lost and Found in the first floor Security Office.

Use this [reservation form](#) to reserve a room. To cancel a room reservation, contact Library Administration at 443-2573.