

**Joseph & Elaine Spector Seminar Room**  
Room 002 Lower Level Bird Library

**Purpose of room:**

The Spector Seminar Room was made possible by a large donation from the Spector Family. This room is only available to Libraries staff and cannot be reserved by outside organizations or groups. The room is intended for use as a meeting room and for library instruction sessions.

**Location:**

The Spector Seminar Room is located on the west side of the Lower Level of Bird Library (see [http://library.syr.edu/about/tour/maps/bird\\_library\\_maps.php](http://library.syr.edu/about/tour/maps/bird_library_maps.php) for floor map).

**Priority for use of Room:**

- 1) Libraries-provided instruction sessions
- 2) Libraries-sponsored meetings and events

**Hours available for reservation:**

The Spector Seminar Room is available during the hours the first floor Access Services desk is staffed (see 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 desk's closing.

**Room capacity:**

The standard furniture layout seats 16. Room capacity may not exceed 16 people.

**Technology available:**

Wireless or wired network, conference phone, document camera, camera for video conferencing, audio system with microphones, a large HD Display. 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).

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?**

Yes

**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 443-2573.

Rev. 01/12/2015 DEK