

## Policies and Procedures

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## Reserve a Room

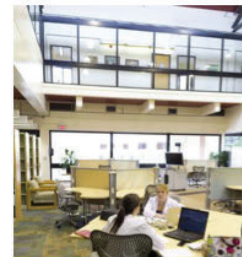
### Library:

- D. H. Hill Library
- James B. Hunt Jr. Library

### Show rooms for:

- Faculty use only
- Graduate Student use only

See rooms available at the  
William Rand Kenan, Jr. Library  
of Veterinary Medicine

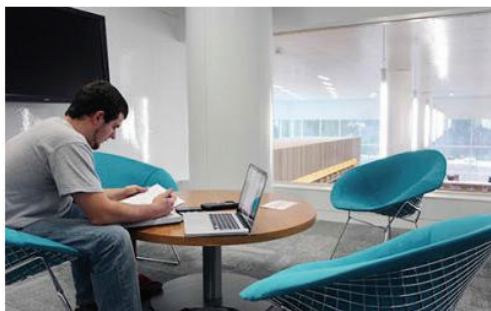


### Group Study (Small)

Seats: 4

**James B. Hunt Jr. Library**  
2nd Floor, 3rd Floor, 4th Floor

Reserve



### Group Study Lounge (Small)

Seats: 4

**James B. Hunt Jr. Library**  
2nd Floor, 3rd Floor, 4th Floor

Reserve



### Graduate Student Group Lounge (Medium)

Seats: 6

**James B. Hunt Jr. Library**  
4th Floor

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## Space and Policies

Three rooms are available for the presentation of SCRC materials to Syracuse University students and other groups. Faculty members who wish to teach in the Lemke Seminar Room are required to attend a brief orientation session prior to their class session. For larger groups, SCRC staff members are available to present materials in the Hillyer and Spector rooms.



### Antje Bultmann Lemke Seminar Room

Capacity: 20

The Antje Bultmann Lemke Seminar Room provides a classroom setting specifically designed for presentation of collection materials to small groups.

Located adjacent to the SCRC Reading Room on the sixth floor of E. S. Bird Library, the Lemke Seminar Room is equipped with state-of-the-art audiovisual technology to allow close examination of SCRC materials. Technology includes a high-definition Wolfvision document camera that projects images onto a 65-inch high-resolution LCD display equipped with SmartPanel technology. Using SmartPanel, faculty can annotate images of rare items with digital ink and save the resulting image files for further review.

[Lemke Room Policy \[PDF\]](#)



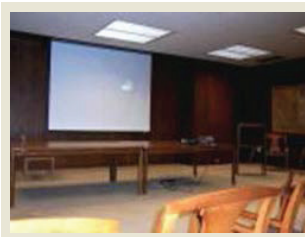
### Spector Room, Bird 608

Capacity: 40

Note: Only available for SCRC "Class Presentations." For faculty-led sessions see the Lemke Room above.

Standard set-up includes auditorium-style seating, projection screen, and Internet connection.

[Spector Room Policy \[PDF\]](#)



### Hillyer Room, Bird 606

Capacity: 39

Note: Only available for SCRC "Class Presentations." For faculty-led sessions see the Lemke Room above.

Standard set-up includes auditorium-style seating, projection screen, and Internet connection.

[Hillyer Room Policy \[PDF\]](#)

## Time Schedule

SCRC sessions may be scheduled between 9 a.m. and 5 p.m., Monday through Friday. Priority in scheduling will be given to Syracuse University faculty, graduate teaching assistants, and library subject specialists.

For more information on bringing your class to SCRC, see our [Class Visits](#) webpage.

Special Collections Research Center  
Belfer Audio Archive



scrc.syr.edu  
222 Waverly Avenue  
Syracuse, New York 13244-2010  
t 315.443.9763 f 315.443.2671

### **Guidelines for using the Antje Bultmann Lemke Seminar Room**

**Who can use the room?** The Antje Bultmann Lemke Seminar Room is intended for instruction using the collections of the Special Collections Research Center (SCRC) by library staff, faculty, and graduate teaching assistants. Instructors will be asked to register with SCRC. Students will not be required to register for reading room use when they are part of a class in the seminar room. They will be asked to register, however, the first time that they visit the reading room individually.

**How can someone arrange to make use of the room?** Nicolette A. Dobrowolski coordinates all instruction for Special Collections. You can direct requests to use the Lemke Seminar Room to her at [scrc@syr.edu](mailto:scrc@syr.edu) or 315-443-9762. Please be sure to contact us at least 2 weeks in advance. All use of the seminar room is subject to approval by Special Collections staff. All instructors approved to use the room, if not SCRC staff, will be given an orientation by Special Collections staff regarding the technology and policies/procedures for the space and will be asked to register with Special Collections.

**When is the room available?** The hours of SCRC are Monday through Friday, 9 am to 5 pm. Requests to use this classroom outside of the regular operating hours will be taken on a case by case basis and is subject to Special Collections approval. The room may be requested on a recurring basis if the class involves regular use of special collections material. Priority in scheduling will be given to Special Collections staff, library subject specialists, Syracuse University faculty, and graduate teaching assistants.

**What is the room's capacity?** The maximum capacity of the room is 20.

**What equipment is available for use in the room?** The room includes:

- 65 inch LCD display
- Smart Panel LCD display. This allows use of "digital ink" to annotate screen images.
- DVD/VCR
- Wolfvision Document Camera
- Motorized projection screen
- PC with wireless keyboard and mouse

**What are the policies and procedures to follow once the room use has been approved?**

Due to the special nature of the location of the room, its equipment, and the use of Special

Collection material within the room, there are some basic rules and regulations regarding the following:

- *No Food, No beverages*

There are no exceptions. All food and drink must be left outside room or placed in the designated lockers/coatroom outside the Seminar Room.

- *Personal belongings*

Personal belongings such as backpacks, bags, coats, books, notebooks, laptop cases, etc. are not allowed in the Lemke Seminar Room. These items must be kept in the designated lockers/coatroom outside the Seminar Room.

- *Writing Utensils*

Only pencils and paper supplied by Special Collections may be used in the Lemke Seminar Room. Pens, markers, highlighters, and post-it notes are not allowed and must be kept in the lockers/coatroom.


- *Set up*

Tables/Chairs can be configured in different ways. Please let SCRC staff know of any specific arrangement prior to class.

- *Sound Levels*

The Lemke Seminar Room is adjacent to the SCRC Reading Room and Staff offices. Please keep voices and audio at a reasonable level.

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## Policies

The Research Commons is a division of the University of Washington Libraries. Users must abide by the [policies set by the University of Washington Libraries](#).

### Research Commons Food & Beverage Policy

Snacks and covered beverages are permitted in most spaces within the Research Commons.

Catered food, box lunches, pizza and messy foods are not permitted in the Research Commons. Any food that requires utensils is not permitted.

Deliveries of food are not permitted.

Please clean up any spills right away, and properly dispose of all food, trash, and recycling.

For scheduled meetings and events, all food waste must be taken out of the building immediately following the event.

### Reservation Policy: Booths, Rooms and Alcoves

1. Reservations may be made a maximum of 2 weeks in advance.
2. Spaces may be reserved for up to 2 hours per reservation.
3. Individuals can make more than one 2 hour reservation per day but there must be one hour between reservations.
4. Individuals cannot have more than one space reserved at one time.
5. Individuals can make no more than 4 reservations per day.
6. If a reservation is not claimed within 15 minutes, it may be used by another group.
7. Only current UW students, staff, and faculty with current, valid NetIDs will be able to reserve a space.
8. Please do not leave your belongings unattended, they are vulnerable to theft.

Reservable spaces in the Research Commons are intended primarily for use as collaborative space for UW students, faculty and staff doing academic work. During particularly busy times, patrons who reserve the group study areas for other purposes may be asked to leave.

Additionally:

- ▶ UW students, faculty and staff may not make space reservations on behalf of unaffiliated users.
- ▶ The reservable spaces in the Research Commons are not intended to be used as a meeting place for regular sessions of a UW course on the time schedule.

[Reservation Policy: Presentation Place](#)

[Reservation Policy: Green A](#)

### Research Commons Exhibit Policy

Our policies regarding exhibits in the ground floor of Allen Library South

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### Upcoming Events

Date	Time	Event
10/11/2014	8:30am	Dissertation Boot Camp
11/19/2014	10am	UW GIS Day 2014

[See all »](#)