

Special Collections Meeting Room Guidelines

Updated November 2006

Description of the Facility

The UA Libraries' Special Collections area was remodeled in 2001 to include a viewing gallery with ongoing exhibits, a reading room with media-viewing and consultation areas, as well as two rooms for instruction, meetings, conferences and events. The primary purpose of this facility is to host programs and events that highlight collections held here.

Purpose

Only **University events** sponsored by a University entity and controlled by University personnel may be scheduled in the meeting rooms. With the exception of the Friends of the Library, the two rooms are not available to non-UA campus groups. Priority use for the rooms is given for Library activities and instruction sessions requiring perusal of archival and rare materials stored in Special Collections.

Facility Hours

The facility is available Monday through Friday, 9 a.m. – 5 p.m. during Fall and Spring semester. If you need to use the facility during intersession or summer please check the Special Collections hours at <http://www.library.arizona.edu/about/hours/>, select Special Collections branch.

Outside Business Hours

Any group wishing to use the area outside of regular hours must request special permission. Unless library staff are a part of your event, you will be required to hire a university security guard. To hire a security guard contact Beth Lopez at the University of Arizona Police Department, 621-8273. The cost for hiring a university security guard is approximately \$25/hour, with a three-hour minimum. Please contact Beth Lopez for further information. Once UAPD confirms a Security Guard has been acquired for the event, UAPD will contact Special Collections for confirmation, and then Special Collections will contact the requestor for final confirmation of the room reservation.

Meeting Rooms

Special Collections has two meeting rooms, one small and one large accessible through the exhibit gallery. Restrooms are adjacent to both rooms.

Beautifully appointed with the artwork of Fritz Scholder, the large conference room is furnished with attractive tables and comfortable chairs and has adjustable light settings. The large meeting room has an occupancy limit of 45. The room has 12 five-foot wood tables and 45 armchairs. The default arrangement is a rectangular U-shape which seats 26. The tables and chairs can easily be moved or folded and stored in an adjacent closet. This room includes a speaker's podium and is adaptable in arrangement for speakers, working lunches and receptions.

The small meeting room can accommodate 10 people. It has one large oval table and ten chairs set up boardroom style. The furniture is not moveable.

Classes

Use of these rooms by faculty for instruction or classes may be scheduled only if handling or viewing Special Collections materials. Use of the rooms for the entire semester will not be allowed. It is desirable to have a librarian involved with the class.

Frequency

Reservation requests must be submitted 14 business days in advance for each event/meeting. Recurring meetings will not be scheduled.

Equipment

Any equipment including a laptop is your responsibility to provide and set up. Special Collections does not supply laptop, overhead projector, microphones, audio-visual equipment or equipment operators, except for UA Library sponsored events. Those responsible for organizing the event should check the facility prior to the scheduled date to determine set-up requirements. If equipment is needed, your department, not Special Collections, is responsible for making its own arrangements with Facilities Management, University Teaching Center, or other vendors.

Refreshments

Food and beverages are allowed only in the meeting rooms of the facility. Your group or department is responsible for coordinating with any catering services, as well as arranging for pick-up and clean up of all rented items by the morning of the next business day. Prompt pickup of leftover food and dirty dishes is imperative. Note that University policy requires main campus events with food costing more than \$500 to use the Student Union Catering Service. See related policies from the Student Union for campus catering and the Dean of Students Office for regulations on serving alcoholic beverages.

Parking for the Facility

Metered parking is available north of the Cherry Garage, this should be addressed if customers or guests may attend who are from sites other than the main library.

Your Other Responsibilities

- When your meeting or event is over, you must return the rooms to the original arrangement and state of cleanliness. The tables in the large meeting room must be returned to a rectangular U-shaped configuration with chairs around the perimeter of the rectangle.
- Any group using either room is responsible for leaving the area as found, and free of trash, including food waste and paper.
- The group or department using the facility is responsible for any damage incurred during its use.
- Nothing may be hung, pasted or affixed in any manner to the facility walls, doors or floors.
- The burning of candles or scents is not allowed in the facility.

Scheduling the Rooms

Meeting rooms can be booked by calling Administrative Assistant Gabriela Lopez at 307-2768, 9am - 4pm Monday through Friday or through email at lopezg@u.library.arizona.edu.

**SPECIAL COLLECTIONS MEETING ROOM
REQUEST FORM**

| | | |
|---|-------|-------|
| Room requested: (please circle) | Small | Large |
| Date and time of meeting or event: | | |
| Set up and clean up times: | | |
| Start and end times: | | |
| Name of meeting or event: | | |
| UA dept. or organization: | | |
| Type/purpose of meeting: | | |
| Type of attendees/guests: | | |
| Total number of attendees: | | |
| | | |
| Equipment we will be bringing: | | |
| Will food be served? | | |
| Catering vendor: | | |
| Will alcohol be served? | | |
| Requestor Contact Name: | | |
| Requestor Contact Phone: | | |
| Requestor Contact email: | | |

I have read and understand the “Special Collections Meeting Room Guidelines” Above and filled out the request form.

Print name: _____ Signed: _____

Please FAX this form to 621-2709 or return by campus mail to: Gabriela Lopez, Main Library, A210. Once Special Collections has received the guidelines signed by the requesting party, a confirmation for the request will be sent via e-mail to the listed confirmation e-mail address provided.

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| <p>Special Collections Approval</p> <p>Received signed guidelines: _____</p> <p>Processed by: _____ Sent confirmation on: _____</p> <p>Notes: _____</p> <p>_____</p> |
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