

Reserving Bobst Library Meeting Rooms and Classrooms

For instructions on using Meeting Maker to book rooms, see pp. 3-6.
 For floor maps illustrating meeting/classroom locations, see p. 6.

MEETING ROOM	BOOKING METHOD	NOTES
Administration 11 th fl., Rm. 1135 Capacity: 40 chairs	Contact Ann Harding, Assistant to Dean Phone: x82445 Email: ann.harding@nyu.edu (if Ann is out, call front desk at x82440)	<ul style="list-style-type: none"> ◆ Has projector and desktop computer. May require setup, so best to arrive early. ◆ Accommodates conference call speaker-phone.
BLCC Seminar Rm. LL1 Capacity: 12 chairs	Contact Client Services helpdesk helpdesk@library.nyu.edu	<ul style="list-style-type: none"> ◆ Has projector and desktop computer.
Collection Services Mezzanine east Capacity: 10 chairs	Pencil your meeting in date book, located next to staff mailboxes on mezzanine east.	<ul style="list-style-type: none"> ◆ No computer or projector. ◆ Get room key from Collection Services staff.
Public Services Conf. Rm. 1 st fl. Capacity: 15 chairs	Meeting Maker If you not a Meeting Maker user, contact Steve Sigourney – phone 82435; email steve.sigourney@nyu.edu	<ul style="list-style-type: none"> ◆ Has projector and laptop. <ul style="list-style-type: none"> ➤ To book the laptop for your meeting, contact Client Services – phone 29997; email helpdesk@library.nyu.edu ➤ You need to pick up the laptop from the Client Services helpdesk (LL1, west side office area) before your meeting and return it afterward. Let Client Services know if you need help with setup. ◆ Suitable for small group (≤15) classes. ◆ Accommodates conference call speaker-phone.
Ref1 Conf. Rm. 1 st fl. Capacity: 15 chairs	Meeting Maker	<ul style="list-style-type: none"> ◆ Has projector and desktop computer. Get room key (same as consultation rooms key) from librarian at Ref1 desk. ◆ Suitable for small group (≤15) classes.
Studio for Digital Projects Conf. Rm. 2 nd fl.	Available only to Studio personnel	
Technical Services Conf. Rm. LL1 Capacity: 18 chairs	Meeting Maker	Has computer but no projector.

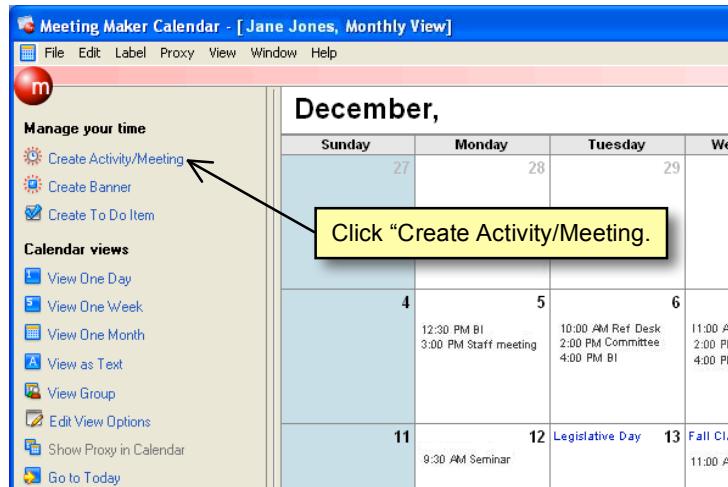
*A speaker-phone with conference call capability is available for meetings in the Public Services Conf. Rm, Rm. 1135, AFC-East and AFC-West. Reserve it through Meeting Maker at the time you reserve your meeting room. The speaker-phone is listed as “LITS Polycom” on the Meeting Maker guest list.

CLASSROOM	BOOKING METHOD	NOTES
BLCC – PC2 LL1 Capacity: 18 workstations	Meeting Maker	<ul style="list-style-type: none"> ◆ Has instructor workstation with computer, projector, and classroom control software. ◆ Extra chairs for doubling up are available in the storage room behind the BLCC service desk.
BLCC – PC1 and BLCC -- Mac LL1 Capacity for both: 18 workstations	Contact: Marybeth McCartin, Instructional Services Email: mm10@nyu.edu Phone: x82513 In your email, specify start time, end time, class title and professor. If Marybeth is out, contact Nadaleen Tempelman-Kluit (ntk2@nyu.edu ; x82469) or Paula Feid (paula.feid@nyu.edu ; x82509) <i>DO NOT use Meeting Maker to schedule the PC1 and Mac classrooms, (even though they appear on the Meeting Maker “guest” list).</i>	<ul style="list-style-type: none"> ◆ Both have instructor workstations with computer and projector. PC1 has classroom control software. ◆ Extra chairs for doubling up are available in the storage room behind the BLCC service desk.
AFC – Avery, East, and West 2 nd fl. <u>Capacity</u> Avery: 40 East: 40 West: 30	Contact: Dan Perkins, Avery Fisher Center Email: daniel.perkins@nyu.edu Phone: x82585 In your email, specify start time, end time, # of attendees expected, and technical needs (e.g. computer and projector). <i>DO NOT use Meeting Maker to schedule AFC classrooms, (even though they appear on the Meeting Maker “guest” list). AFC uses another scheduling program and never checks Meeting Maker proposals.</i>	<u>Each room has:</u> <ul style="list-style-type: none"> ◆ Computer connected to the Lancaster network ◆ Video and DVD players ◆ Projector ◆ East and West rooms accommodate conference call speaker phone.

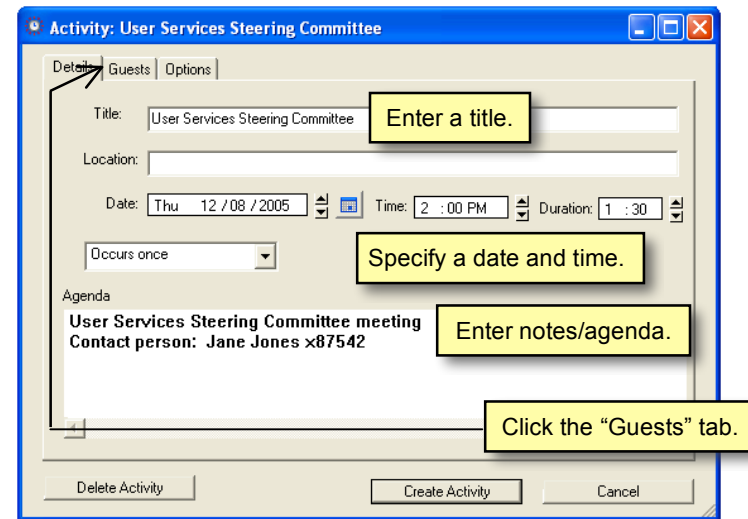
Directions for using Meeting Maker to book a meeting room or classroom PC2:

As illustrated below, you essentially “invite” the room as a “guest.”

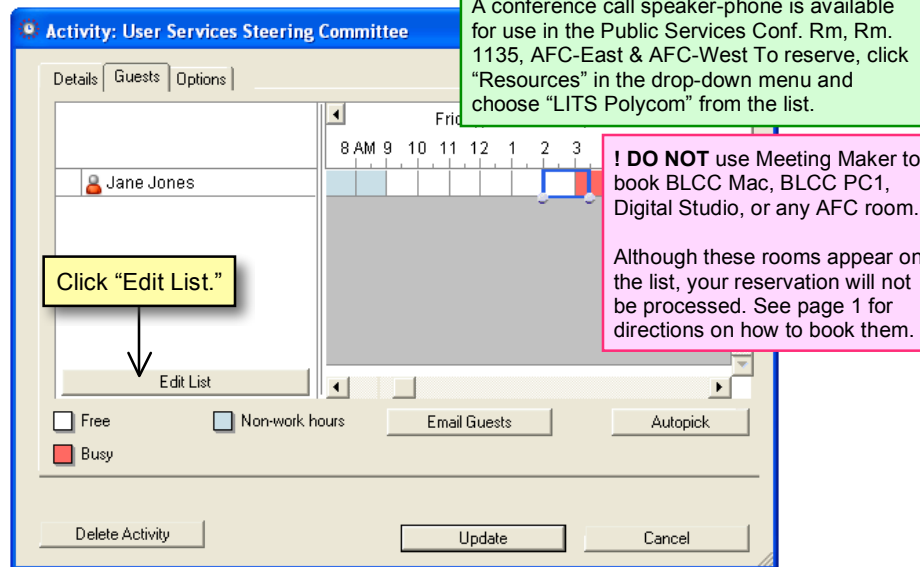
STEP 1:



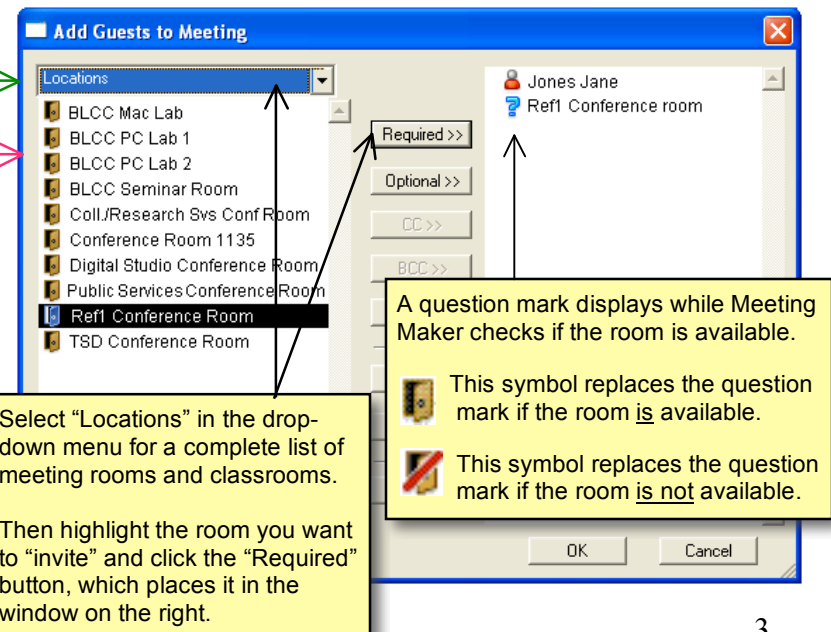
STEP 2:



STEP 3:

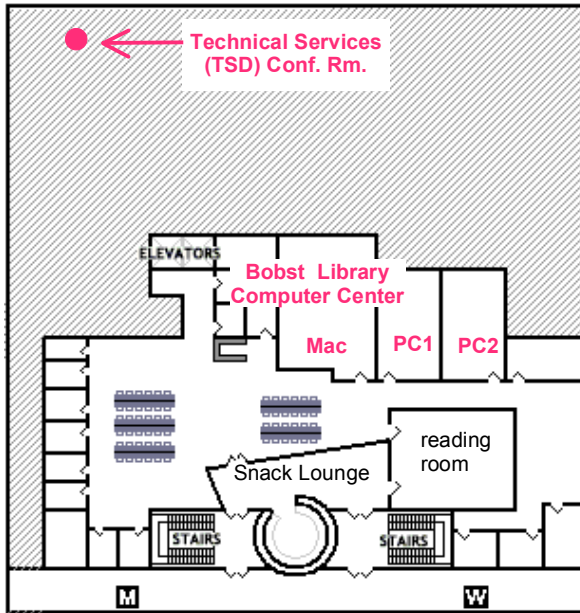


STEP 4:



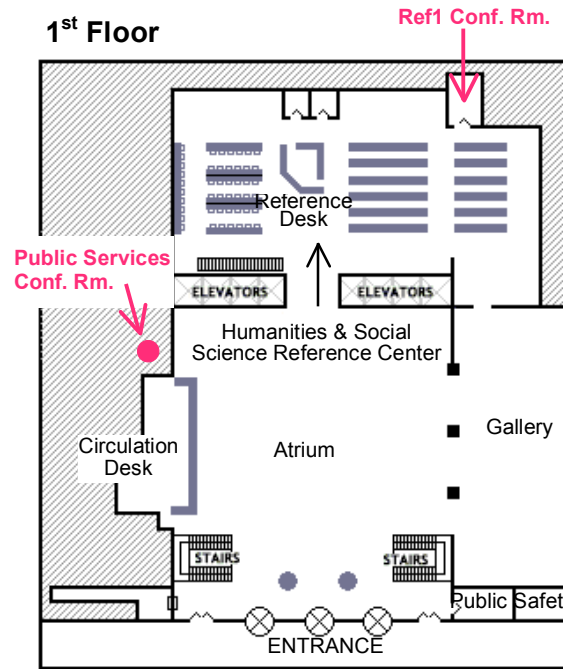
Meeting Room and Classroom Locations

Lower Level 1



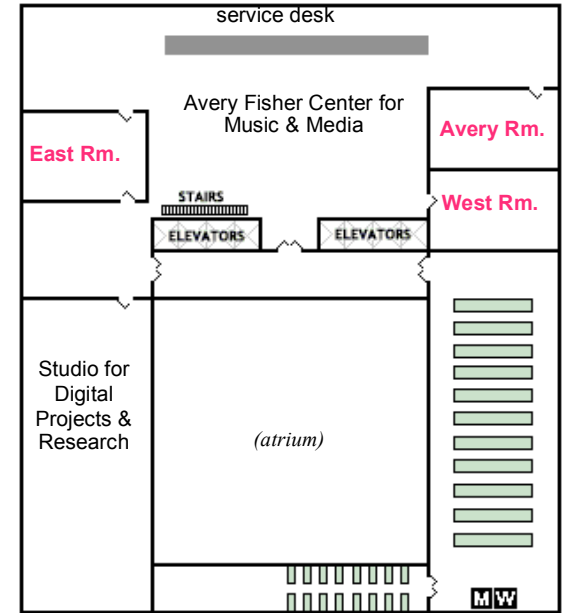
front of building
(N↙)

1st Floor



front of building
(N↙)

2nd Floor



front of building
(N↙)