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.

<table>
<thead>
<tr>
<th>MEETING ROOM</th>
<th>BOOKING METHOD</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>Contact Ann Harding, Assistant to Dean Phone: <code>x82445</code> Email: <code>ann.harding@nyu.edu</code> (if Ann is out, call front desk at x82440)</td>
<td>• Has projector and desktop computer. May require setup, so best to arrive early.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Accommodates conference call speaker-phone.</td>
</tr>
<tr>
<td>BLCC Seminar Rm. LL1</td>
<td>Contact Client Services helpdesk <code>helpdesk@library.nyu.edu</code></td>
<td>• Has projector and desktop computer.</td>
</tr>
<tr>
<td>Collection Services Mezzanine east</td>
<td>Pencil your meeting in date book, located next to staff mailboxes on mezzanine east.</td>
<td>• No computer or projector.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Get room key from Collection Services staff.</td>
</tr>
<tr>
<td>Public Services Conf. Rm. 1st fl.</td>
<td>Meeting Maker If you not a Meeting Maker user, contact Steve Sigourney – phone 82435; email <code>steve.sigourney@nyu.edu</code></td>
<td>• Has projector and laptop.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>➢ To book the laptop for your meeting, contact Client Services – phone 29997; email <code>helpdesk@library.nyu.edu</code></td>
</tr>
<tr>
<td></td>
<td></td>
<td>➢ 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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Suitable for small group (≤15) classes.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Accommodates conference call speaker-phone.</td>
</tr>
<tr>
<td>Ref1 Conf. Rm. 1st fl.</td>
<td>Meeting Maker</td>
<td>• Has projector and desktop computer. Get room key (same as consultation rooms key) from librarian at Ref1 desk.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Suitable for small group (≤15) classes.</td>
</tr>
<tr>
<td>Studio for Digital Projects Conf. Rm. 2nd fl.</td>
<td>Available only to Studio personnel</td>
<td></td>
</tr>
<tr>
<td>Technical Services Conf. Rm. LL1</td>
<td>Meeting Maker</td>
<td>Has computer but no projector.</td>
</tr>
</tbody>
</table>

*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.*
<table>
<thead>
<tr>
<th><strong>CLASSROOM</strong></th>
<th><strong>BOOKING METHOD</strong></th>
<th><strong>NOTES</strong></th>
</tr>
</thead>
</table>
| BLCC – PC2    | Meeting Maker     | • 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. |
| LL1           |                   |           |
| Capacity: 18 workstations |               |           |
| BLCC – PC1 and BLCC – Mac | Contact: Marybeth McCartin, Instructional Services | • 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. |
| LL1           | Email: mm10@nyu.edu  
Phone: x82513 |           |
| Capacity for both: 18 workstations | 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) |           |
| AFC – Avery, East, and West | Contact: Dan Perkins, Avery Fisher Center | Each room has:  
• Computer connected to the Lancaster network  
• Video and DVD players  
• Projector  
• East and West rooms accommodate conference call speaker phone. |
| 2nd fl.       | Email: daniel.perkins@nyu.edu  
Phone: x82585 |           |
| Capacity      | Avery: 40  
East: 40  
West: 30 |           |
|              | In your email, specify start time, end time, # of attendees expected, and technical needs (e.g. computer and projector).  
**DO NOT use Meeting Maker to schedule AFC classrooms, (even though they appear on the Meeting Maker "guest" list).** |           |
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:
Click “Create Activity/Meeting.”

STEP 2:
Enter a title.
Specify a date and time.
Enter notes/agenda.
Click the “Guests” tab.

STEP 3:
A conference call speaker-phone is available for use in the Public Services Conf. Rm, Rm. 1135, AFC-East & AFC-West. To reserve, click “Resources” in the drop-down menu and choose “LITS Polycom” from the list.

I DO NOT use Meeting Maker to book BLCC Mac, BLCC PC1, Digital Studio, or any AFC room. Although these rooms appear on the list, your reservation will not be processed. See page 1 for directions on how to book them.

Click “Edit List.”

STEP 4:
Select “Locations” in the drop-down menu for a complete list of meeting rooms and classrooms.

A question mark displays while Meeting Maker checks if the room is available.
This symbol replaces the question mark if the room is available.
This symbol replaces the question mark if the room is not available.

Then highlight the room you want to “invite” and click the “Required” button, which places it in the window on the right.
Meeting Room and Classroom Locations

Lower Level 1

1st Floor

2nd Floor

Technical Services (TSD) Conf. Rm.

Public Services Conf. Rm.

Humanities & Social Science Reference Center

Studio for Digital Projects & Research

Avery Fisher Center for Music & Media

Avery Rm.

East Rm.

West Rm.

Snack Lounge

reading room

Bobst Library

Computer Center

Mac

PC1

PC2

Circulation Desk

Gallery

Ref1 Conf. Rm.

Public Safety

ENTRANCE

SERVICE DESK

front of building (N 8)

front of building (N 8)

front of building (N 8)