



## Carlson Library Event & Space Reservation Information

Carlson Library has open conference rooms and classrooms available to be reserved by University of Toledo faculty, staff, or student organizations.

Student Organizations must use InvoNet to secure reservations to CL 2003 – Student Organization Suite or CL 1024K – Student Interview Room. At this time, these are the only spaces that may be booked by students.

Students may not use their personal contact information to make requests on behalf of a Faculty/Staff member for reservations in Carlson Library.

**See pages 2 – 3 for Individual Room Details and page 4 for further help selecting a space.**

Patrons must have a valid library record in good standing to reserve a room (i.e. no excessive fines or blocks). Users must also follow the library's policies:

- Please be respectful of others and be mindful of your noise level.
- Please make sure all drinks have lids.
- Please clean up before you leave the room.
- Leaving personal property in the room will not “hold” the room. The library is not responsible for items left unattended.
- If policies are not followed, the library maintains the right to ask groups to leave.

### Reservation Information

- Reservations must be submitted via online reservation request.
- Reoccurring reservations may be made for a singular semester.
  - Resubmission for additional semesters is required.
- Reservations for the current week can possibly be arranged from Monday – Friday until 5pm by contacting [libraryreservations@utoledo.edu](mailto:libraryreservations@utoledo.edu)
  - Same day reservations are not guaranteed if room is vacant.
  - Must receive confirmation to accept reservation.
- Drop-in reservations cannot be accommodated at this time.

*For more information about this room, reservation policies, and how to reserve it, visit our website at <http://www.utoledo.edu/library/webforms/roomres.html>.*

*Questions can be directed to [libraryreservations@utoledo.edu](mailto:libraryreservations@utoledo.edu)*

## Carlson Library Conference Room & Classroom Reservation Space Details

### CL 1005: Main Event Room

- Available for reservation to University of Toledo faculty and staff
- Priority given to University Libraries faculty and staff
- Can accommodate 50 lecture style seating, 70 with standing room, 32 with tables
  - Tables seated to face the front for a presentation will only accommodate 24
- Instructors station, laptop and projector
- Kits including HDMI and VGA cables, and clicker, can be checked out at Circulation Desk
- Lectern available by request
- Seating/Furniture arrangement must be clarified when reserving

### CL 1005A: Conference Room

- Available for reservation to University Libraries faculty and staff (special requests directed to libraryreservation@utoledo.edu)
- Can accommodate 12 at central table
- Instructors station, laptop and projector
- Speaker phone available for conference calls
- Kits including HDMI and VGA cables, clicker, & dry erase markers can be checked out at Circulation

### CL 1009: Open Conference Room

- Available for reservation to University of Toledo faculty and staff
- Priority given to University Libraries faculty and staff
- Can accommodate 12 at central table
- Instructors station, laptop and monitor
- Speaker phone available for conference calls
- Kits including HDMI and VGA cables, clicker, & dry erase markers can be checked out at Circulation

### CL 1024K: Student Interview Room

- Available for reservation by students only
  - This room may not be used for group/individual work or study
- Can accommodate 1 student at a time
- Reservations are limited to 1 hours per day per student
- Desk with workstation

### CL 1025: Classroom Lab

- Available for reservation to University Libraries faculty and staff
- 26 computer stations
- Instructors station, audio hookup, desktop and projector, mounted whiteboards
- Kits including HDMI and VGA cables, clicker, & dry erase markers can be checked out at Circulation

### CL 1027: Classroom Lab

- Available for reservation to University Libraries faculty and staff
- 26 computer stations

- Instructors station, audio hookup, desktop and projector, mounted whiteboards
- Kits including HDMI and VGA cables, clicker, & dry erase markers can be checked out at Circulation

#### CL 1035: Classroom Lab

- Available for reservation to University of Toledo faculty and staff
- 15 desktop seats
- Instructors station, audio hookup, desktop and projector, mounted whiteboards
- Kits including HDMI and VGA cables, clicker, & dry erase markers can be checked out at Circulation

#### CL 2003: Student Organization Room

- Available for reservation by student organizations only
  - This room may not be used for group work or group study
- Can accommodate 16 with internal seating (patrons may bring additional chairs from floor into space if needed)
- Reservations are limited to 3 hours per day per organization
- Large wall-mounted monitor with HDMI and VGA inputs and a laptop, mounted whiteboard
- Kits including HDMI and VGA cables, clicker, & dry erase markers can be checked out at Circulation

#### CL 2024: Dorothy Price Model Classroom

- Available for reservation to University of Toledo faculty and staff
- Can accommodate 20 seated around rolling tabled (fully customizable by attendees)
- Instructors station, laptop and projector, mounted whiteboard
- Kits including HDMI and VGA cables, clicker, & dry erase markers can be checked out at Circulation

#### CL 3027: Open Conference Room

- Available for reservation to University of Toledo faculty and staff
- Can accommodate 10 at central table
- Instructors station with laptop, projector, mounted whiteboard
- Kits including HDMI and VGA cables, clicker, & dry erase markers can be checked out at Circulation

# Carlson Library Conference Room & Classroom Reservation Space Breakdown

## Need help choosing a space?

### Rooms for Library Staff/Faculty Only

- CL 1005A: Conference Room
- CL 1025: Classroom Lab
- CL 1027: Classroom Lab

### Rooms for Students Only

- CL 2003: Student Organization Room Must be booked through InvoNet and used for Student Org. purposes
- CL 1024K: Student Interview Room must be booked through InvoNet and used for individual students

### Rooms for University Staff/Faculty

- CL 1009: Open Conference Room
- CL 1035: Classroom Lab
- CL 2024: Dorothy Price Model Classroom
- CL 3027: Open Conference Room

### Rooms for Library Instruction

- CL 1025: Classroom Lab
- CL 1027: Classroom Lab

### Rooms with Projectors/TV Monitors and HDMI laptop hookup

- CL 1005A: Conference Room
- CL 1005: Main Event Room
- CL 1025: Classroom Lab
- CL 1027: Classroom Lab
- CL 1035: Classroom Lab
- CL 2003: Student Organization Room
- CL 2024: Dorothy Price Model Classroom
- CL 3027: Open Conference Room

### Rooms with Conference Phones

- CL 1005A: Conference Room
- CL 1009: Open Conference Room
- CL 2024: Dorothy Price Model Classroom

### Rooms with Desktop Computers

- CL 1024K: Student Interview Room
- CL 1025: Classroom Lab
- CL 1027: Classroom Lab
- CL 1035: Classroom Lab

### Rooms with Webcams

- CL 1005A: Conference Room
- CL 1009: Open Conference Room
- CL 1024K: Student Interview Room
- CL 2003: Student Organization Room
- CL 2024: Dorothy Price Model Classroom
- CL 3027: Open Conference Room

### Meeting and Conference Spaces

- CL 1005A: Conference Room
- CL 1009: Open Conference Room
- CL 2003: Student Organization Room
- CL 2024: Dorothy Price Model Classroom
- CL 3027: Open Conference Room

### Rooms for 15+

- CL 1005: Main Event Room
- CL 2024: Dorothy Price Model Classroom

### Event Space

- CL 1005: Main Event Room

10/5/2021