

The University of Toledo Libraries  
Mulford Health Science Library

### **Room Reservations at Mulford**

Non-University groups are not permitted to reserve rooms at Mulford Library; contact the Toledo-Lucas County Public Library instead (<https://www.toledolibrary.org/>).

#### **Room 420, 517, and 520**

These rooms can be reserved for:

- Library meetings and events (including library instruction)
- Academic Enrichment Center events
- Meetings by request of University and College Administration
- Programs co-sponsored by the Libraries
- Non-library University of Toledo department meetings, including Main Campus and UT Health departments

These rooms cannot be reserved for:

- Student studying or presentation practice
- Individual tutoring
- Student association meetings
- Depositions or any other event by a non-UT unit/personnel

The weekly room schedules are posted on or near each door. These rooms are available on a first-come, first-serve basis when the rooms are free.

Please note that none of the conference rooms are sound-proof, so they are not appropriate for meetings that entail confidential conversations.

#### **Room-Specific Information**

##### **MLB 420**

Conference room; seats 12; has a projector and a screen (check out laptop at service desk). This is the preferred room for reservations because it is farthest away from student study areas.

##### **MLB 517**

Conference room; seats 8-9; monitor (check out laptop at service desk; use the VGA connector in the room); whiteboards

##### **MLB 520**

Conference room; seats 18; has whiteboards. Not available to be reserved on weekends.



## **Making Room Reservations**

Requests made by contacting the Director of the Mulford Library, [jolene.miller@utoledo.edu](mailto:jolene.miller@utoledo.edu). If the room is available to be scheduled, the event will be added to the room calendar. Requests must be made at least one week in advance whenever possible.

Mulford librarians may reserve rooms themselves for library meetings and instruction. Likewise, they may reserve rooms for other University units provided the event falls within the above guidelines. If a librarian makes a reservation less than a week before the event, he or she will print the schedule and replace the one on the door. Out of respect for students who are using the room for study, please avoid making reservations within three hours of the time of the event.

## **Posting Room Schedules**

Each Sunday morning, the service desk staff member on duty will print the schedules for rooms 420, 517, and 520 from Outlook, and replace the existing schedules on the room doors with the one for the upcoming week.

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