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. At this time, this is the only space 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
  - 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](http://www.utoledo.edu/library/webforms/roomres.html).*

*Questions can be directed to 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 60 lecture style seating, 70 with standing room, 40 max. with tables
- 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, and dry erase markers can be checked out at Circulation Desk

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, and dry erase markers can be checked out at Circulation Desk

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, and dry erase markers can be checked out at Circulation Desk

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, and dry erase markers can be checked out at Circulation Desk

CL 1035: Classroom Lab
- Available for reservation to University of Toledo faculty and staff
- 18 desktop seats
- Instructors station, audio hookup, desktop and projector, mounted whiteboards
- Kits including HDMI and VGA cables, clicker, and dry erase markers can be checked out at Circulation Desk
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, and dry erase markers can be checked out at Circulation Desk

CL 2024: Dorothy Price Model Classroom
- Available for reservation to University of Toledo faculty and staff
- Can accommodate 20 seated around rolling taked (fully customizable by attendees)
- Instructors station, laptop and projector, mounted whiteboard
- Kits including HDMI and VGA cables, clicker, and dry erase markers can be checked out at Circulation Desk

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, and dry erase markers can be checked out at Circulation Desk
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

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 1025: Classroom Lab
- CL 1027: Classroom Lab
- CL 1035: Classroom Lab

Rooms with Webcams
- 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

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

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