

Ellis Library Room Reservation Guidelines:

1. Library employees can make a meeting reservation for:
 - a. Library Departments
 - b. Library Committees/groups
 - c. Campus Committees/Groups - If a Library employee is a member
 - d. Campus/University related groups that are granted special permission
 - i. See Communications Officer
2. When making a reservation, please enter:
 - a. The name of the meeting
 - b. The name of the meeting organizer
3. When making a recurring meeting, please
 - a. Promptly update changes to each meeting – especially if cancelled
 - b. Regularly review the details and evaluate the need to have a recurring reservation
4. Rooms available for meetings include:
 - a. 159 Ellis
 - b. 4F51A Ellis
 - c. 4G41 Ellis (Instruction Room II)
5. Rooms requiring special permission include:
 - a. 4D12 Ellis (Instructions Room I) – Instruction Coordinator
 - b. 213 Ellis (Electronic Classroom II) – Instruction Coordinator
 - c. Staff Lounge – MULSA Board
 - d. Colonnade – Communications Officer
 - e. Room 201 – Communications Officer
 - f. Bookmark Café – Communications Officer
6. Library related events occurring outside of Ellis Library may be listed under “Other”
 - a. Please include location of event in the name field
 - b. The “Other” category is informational only