

Study and Collaboration Room Reservation Policies

Room Sizes and Formats

Carlson Health Sciences Library

- Small study rooms accommodate a single user
- Medium-size study rooms accommodate 2-3 users
- Large-size study rooms accommodate 4+ users
- Collaboration rooms accommodate 6+ users
- Conference room accommodates approximately 12 users at the conference table, with additional seating available; Tandberg videoconferencing equipment is located in this space
- It is the user's responsibility to learn the proper operation of the equipment and software and are encouraged to make an appointment with a library staff member to learn basic operations. Library staff will not be available to operate equipment

Blaisdell Medical Library

- Collaboration and study rooms accommodate individuals and small groups; Tandberg videoconferencing equipment is located in Room 1106 only

Reservations

- Rooms can be reserved by anyone possessing a valid UC Davis library card.
 - BML Only: Undergraduate students, Alumni, and Community users, as well as students on PELP, may not use these rooms
- Reservations are tentative until receipt of an email confirmation. Unconfirmed reservations may not be honored.
 - Reservations for CHSL spaces are processed Monday through Friday, 8:30 AM till 4:30 PM.
 - Reservations for BML spaces are processed Monday through Friday, 7 AM till 3:30 PM and on Saturday and Sunday mornings at opening time.
- Keys and equipment will be checked out only to the person who makes the reservation.
- Reservations and room loans end 15 minutes prior to closing
- All unreserved rooms are available for use on a first-come, first-serve basis.
- Rooms may be reserved for a maximum of four hours, in increments of 30 minutes.
 - BML Only: maximum reservation length is two hours
- Rooms are to be reserved for occasional use only. Reserving any room for recurring blocks of time (weekly, monthly, etc.) is not permitted.

- Reservations are accepted in advance. Same day reservations are allowed as space and time permit.
- To accommodate the maximum number of users, library staff reserve the right to move any reservation to another study room, as needed.
- Rooms not used within 15 minutes of the scheduled reservation start-time are considered vacant and will be available to others on a first-come, first-serve basis.
- Requests to load special software, provided by the user must be made at least **one week in advance** of the date of the reservation. Only authentic, licensed copies of software will be considered.
- Standard Reserves billing applies to study and collaboration room keys

Restrictions and Exemptions

Carlson Health Sciences Library

- Events with food and drink are permitted in the conference room only
- The conference room is available by reservation only. Drop-in use of this space is not permitted. Conference room reservations are permitted for teaching or UCD faculty or staff meetings only; this room is not available as a study space
- Policy exemption or modification requests will be referred to the CHSL Operations Manager for consideration.
- Renewals must be made in-person.

Blaisdell Medical Library

- Use of the computer equipment requires a valid Kerberos login.
- Policy exemption or modification requests will be referred to the Head of the Blaisdell Medical Library for consideration
- Reservations for Room 1106 may be modified or cancelled to allow access to videoconferencing equipment
- Renewals must be made in-person.