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.