

## MARRIOTT LIBRARY CLASSROOMS & STUDY ROOMS

The J. Willard Marriott Library provides the University community with a variety of spaces for individual and collaborative research, study, and instruction. For more information about our classrooms and study rooms, please visit: <https://lib.utah.edu/spaces/classrooms/>

Classrooms and study rooms are intended to be used for educational purposes and the legitimate business of the University. Current University of Utah students, faculty, and staff have priority in the use of library resources, services, and facilities. Public visitors may use these classrooms and study rooms only as participants in University- or Library-sponsored activities.

Student computing labs are funded primarily from student computing fees and are for the use of University of Utah students, faculty, and staff.

### Policies and responsibilities

- Classrooms and study rooms must be reserved in order to use the space.
- Be respectful of others and remember the rooms are not sound-proof.
- Food is permitted in classrooms and study rooms. Respect the [Marriott Library food and drink policies](#).
- Any patron, including public visitors, must observe all [Marriott Library Patron Policies and Responsibilities](#).
- Personal belongings should not be left unattended at any time. If you notice items left unattended, immediately turn them in at the Lost and Found located at the Level 1 Information Desk near the West Entrance.
- Leave rooms in good order for the next user and sanitize the room after each use with provided supplies.
- Please dispose of wrappers and containers in the proper waste pods.
- If you spill something, please notify a library employee immediately so that we can clean it up quickly.
- If there is a conflict with your reservation or an issue with the space, contact the Events and Scheduling Coordinator [mllib-scheduling@lists.utah.edu](mailto:mllib-scheduling@lists.utah.edu) or Library Operations & Protection Services at either library entrance desks.
- For technology-related issues, contact the Knowledge Commons Desk located on level 2.
- Any patron, including public visitors, whose reservations or behaviors violate these policies, may be subject to review, their reservation(s) may be subject to cancellation, and their access to the scheduling software removed.

### Definitions

For the purpose of this policy,

- Reservations by type:
  - “University Course”: Offered by a degree or certificate granting program at the University of Utah.



- “Library Class”: Instruction session(s) taught or co-created by an employee of the Marriott Library for the purpose of learning library research and technology skills or to obtain information about library services and resources.
- “Single Event”: All advanced reservations made more than 48 hours in advance and that are not for a University Course or Library Class, including but not limited to lectures, meetings, workshops, or trainings.
- Groups by type:
  - “University Department”: A University of Utah academic unit (including colleges, schools, departments, and free-standing divisions), administrative office of academic units, general university administration, Continuing Education, and any other service, agency, and function of the university (including an institute, center, program, council, and faculty).
  - “Recognized Student Organizations”: All student groups who register with, and receive recognition from Student Leadership & Involvement.
  - “Student Group”: An organization authorized by faculty, council, or the administrative head of a University Department in which University of Utah students are eligible for membership.
  - “Sponsored Group”: An organization independent of the University of Utah whose use of Marriott Library space is overseen by a University Department or Student Group and is consistent with the mission of the University and Library.

### **Room Capacity**

- Room capacities must be observed.
- Mobile furnishings should be left in an orderly arrangement for the next course or class.
- Additional tables and seating are not available for classrooms or study rooms.
- When reserving a room for a semester-long course, the projected course enrollment must be at least two-thirds of the capacity of the classroom. Courses with final enrollment below two-thirds of the capacity will retain the right to use a room but may be asked to use a similar lower-capacity room instead, if available. Petition for exceptions with compelling reason may be considered.

### **Access and Use of Scheduling System**

- Library Events and Scheduling will grant access to the Marriott Library scheduling system according to library policies and University affiliation.
- Library Facility Management reserves the right to decline requests for access to the scheduling system if no clear and appropriate purpose is determined. Access to the scheduling system may be removed if reservations violate these policies.

### **Classrooms**

- University-scheduled
  - Lecture Classrooms: MLIB 1130, 1150, 1160 (PC), 1715, 1725, and 1735 (PC).
  - To request a semester-long or one-time reservation for one of these rooms, contact The Office of the Registrar – Academic & Event Scheduling.
  - For day-of use, contact the Library Events and Scheduling Coordinator: ([mlib-scheduling@lists.utah.edu](mailto:mlib-scheduling@lists.utah.edu)), or Library Operations & Protection Services and either library entrance desks.



- Library-scheduled
  - Lecture Classrooms: MLIB 1140, 1170, and 2008.
  - Specialty Classrooms: MLIB 1008, 1009, 1110, 1120, and 1745.
  - Single Event Classrooms: 1705A, 2008, 2130N Hoopes Seminar Room, and 4390 Dee Special Collections Classroom, 5220 Employee Training Room.
  - To make a reservation, contact the Library Events and Scheduling Coordinator ([mlib-scheduling@lists.utah.edu](mailto:mlib-scheduling@lists.utah.edu)), or your campus department scheduler.
  - Depending on the intended use, there is a limit to how far in advance a reservation can be made in Library-scheduled Classrooms:
    - Semester-long and half-semester University Course reservations, including course-integrated library classes, may be scheduled one (1) year in advance. For example, a Fall semester reservation may be scheduled on or after the first day of the preceding Fall semester.
    - All other Library Class reservations may be scheduled one (1) semester—fall, spring, and summer—in advance. (For example, a Fall semester reservation may be scheduled on or after the first day of the preceding Summer semester.)
    - University Department, Recognized Student Organizations, Student Group, and Sponsored Group Single Event reservations—including but not limited to lectures, meetings, workshops, or trainings—may be scheduled on or after the 2nd Monday of the current semester and up through the semester break.
    - Teaching Assistants (TA's) or the equivalent, may request recurring reservations to use a classroom for study sessions on or after the 2nd Monday of the current semester.
    - Other study sessions may be scheduled by students up to 24 hours in advance if a study group size would exceed study room capacity, or there is a particular academic need to use a classroom.
    - Exceptions to these advanced reservation timeframes will be considered on a case-by-case basis. Submit your request to the Marriott Library Events and Scheduling Coordinator at: [mlib-scheduling@lists.utah.edu](mailto:mlib-scheduling@lists.utah.edu).
  - MLIB 1705A, Faculty Center Mac Classroom
    - University Department, Recognized Student Organizations, Student Group, and Sponsored Group Single Event reservations—including but not limited to lectures, meetings, workshops, or trainings—may be scheduled on or after the 2nd Monday of the current semester and up through the semester break by the Marriott Library Events and Scheduling Coordinator at: [mlib-scheduling@lists.utah.edu](mailto:mlib-scheduling@lists.utah.edu).
  - MLIB 2008, the Dumke Fine Arts and Architecture Library Classroom
    - This classroom may be scheduled for semester-long University Courses if they are offered by the College of Fine Arts or the College of Architecture + Planning.
    - Semester-long and half-semester University Course reservations, including course-integrated library classes, may be scheduled one (1) year in advance.
    - To make a reservation, contact the Library Events and Scheduling Coordinator at: [mlib-scheduling@lists.utah.edu](mailto:mlib-scheduling@lists.utah.edu). Final approval will be made in conjunction with the Assistant Head of the Fine Arts & Architecture Library.
    - University Department, Recognized Student Organizations, Student Group, and Sponsored Group Single Event reservations—including but not limited to lectures, meetings, workshops, or trainings—may be scheduled on or after the 2nd Monday of the current semester and up through the semester break by the Marriott Library Events and Scheduling Coordinator at: [mlib-scheduling@lists.utah.edu](mailto:mlib-scheduling@lists.utah.edu). Final approval will be made in conjunction with the Assistant Head of the Fine Arts & Architecture Library.



- MLIB 2130, the Frances H. Hoopes Seminar Room
  - University Department, Recognized Student Organizations, Student Group, and Sponsored Group Single Event reservations—including but not limited to lectures, meetings, workshops, or trainings—may be scheduled on or after the 2nd Monday of the current semester and up through the semester break by the Marriott Library Events and Scheduling Coordinator at: [mlib-scheduling@lists.utah.edu](mailto:mlib-scheduling@lists.utah.edu).
- MLIB 2751 ProtoSpace™
  - The ProtoSpace™ may be scheduled for University Courses if the class are working directly with a library team or utilizing technology or services provided in the space.
  - Semester-long and half-semester University Course reservations, including course-integrated library classes, may be scheduled one (1) year in advance.
  - University Department, Student Group, and Sponsored Group Single Event reservations—including but not limited to lectures, meetings, workshops, or trainings—may be scheduled on or after the 2nd Monday of the current semester and up through the semester break by the Marriott Library Events and Scheduling Coordinator at: [mlib-scheduling@lists.utah.edu](mailto:mlib-scheduling@lists.utah.edu). Final approval will be made in conjunction with the Head of Creativity and Innovation Services and the Digital Matters Director.
- MLIB 4390, The Lawrence T. Dee & Janet T. Dee Special Collections Classroom
  - University Department, Recognized Student Organizations, Student Group, and Sponsored Group Single Event reservations—including but not limited to lectures, meetings, workshops, or trainings—may be scheduled on or after the 2nd Monday of the current semester and up through the semester break by the Marriott Library Events and Scheduling Coordinator at: [mlib-scheduling@lists.utah.edu](mailto:mlib-scheduling@lists.utah.edu). Final approval will be made in conjunction with the Assistant Director of Special Collections.
- MLIB 5220, Employee Training Room
  - This classroom may be scheduled for library classes. All other use is limited to library employees only.
- Computer Software
  - Check the [Available Software](#) website to determine what is available in computer classrooms.
    - PC Classrooms run on the Windows operating system.
    - Mac Classrooms run on the OS X operating system.
  - A [request to install new software](#) on any classroom computer or laptop must be made a minimum of two weeks in advance of use.

## Study Rooms

- All study rooms require a reservation
  - MLIB 1738D, 1750A, 1750B, 1750C, 1750D, 2101, 2103, 2105, 2130A-M, 2130P-S, 2130U, 3300A, 3300B, 3300C, 3300D, 3400C, 3400D, and the Tanner Alcove.
  - Reservations for study rooms may be scheduled up to 10 days in advance.
  - A total of 3 hours per day may be scheduled by an individual student.
  - Reservations can be made by any University of Utah student. Ask for assistance at either Library Information Desk at the entrances or make a reservation by logging into the [online scheduling system](#).
  - Study Rooms can be used by individual students or student groups.
  - In the event that a study room is not claimed by the reservation holder within 15 minutes of the beginning of the reservation, the reservation will be considered void and the room will become available to another student on a first-come, first-served basis.

### Reservation Changes and Cancellations

- Patrons with a reservation will be contacted by email or phone prior to any change or cancellation. In the event that correct information was not provided, the reservation may be changed or cancelled without notification.
- Situations when a reservation may be changed or cancelled include, but are not limited to:
  - Duplicate reservations for the same course or event are made for multiple Marriott Library classrooms, or for a Marriott Library classroom and a University classroom,
  - A recurring reservation is not used consistently,
  - Class enrollment is not compatible with the classroom capacity,
  - A lecture course is scheduled in a computer classroom.
- The required software is available on both Mac and PC computers, Marriott Library reserves the right to change reservations to a comparable classroom, if deemed necessary by the Library Events and Scheduling Coordinator.

### Fees

- There is no charge for classroom use by University Courses, Library Classes, Public University of Utah Events, Marriott Library Events, Recognized Student Organizations, and Student Groups.
- Non-University affiliated organizations may not use/rent Marriott Library classrooms or study rooms.
- **Fees** may apply to all private or public events, excluding official University courses, for audiovisual and technical assistance, on-site event support, or excessive cleaning.
- Cancellations
  - Must be made in writing no less than 24 hours prior to the reservation date and sent to the Library Events and Scheduling Coordinator (mlib-scheduling@lists.utah.edu).
  - Any negotiated fees will be charged if a cancellation is not made 24 hours prior to the reservation dates.

### Policy References

- [Marriott Library Food and Drink Policy](#)
- [Marriott Library Patron Policies and Responsibilities](#)

Written by Classroom Task Force: Greg Hatch (chair), Sara Malone, Scott Bigler, Jill Moriearty, Robert Nelson, Ian Godfrey, Jacob Reed.

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Revised by Library Building Committee December 2016. Ian Godfrey (Chair), Tracy Medley, Scott Bigler, Diane Griffiths, Luke Leither, April Love, Todd Samuelson, Devin Donaldson, and Sara Malone.

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