

Dulaney-Browne Library

Room Use Policy

The Dulaney-Browne Library has a variety of study rooms available to Oklahoma City University students, faculty, and staff members. The individual who reserves a room is responsible for set-up before the event and clean-up immediately after the event. Rooms for groups may be reserved beginning no earlier than 30 minutes after the library's opening time and ending no later than 30 minutes before the library's closing time.

Reserved Rooms

Room Calendar Reservation Rooms:

All reservations should be included on the appropriate room calendar in the Dulaney-Browne Library public Outlook folder:

- Name and contact information (phone number or email address) of a current OCU student, staff, or faculty member who is coordinating the activity
- Name or description of the OCU group that will be using the room (in the Outlook calendar subject line)
- Date and times needed (in the Outlook calendar start and end time) If there is set up time included, include the start time of the event notes section)
- Date and time reservation was requested
- Initials of the Dulaney-Browne Library or CETL staff member who entered request

A note (or *) if the event doesn't need to be included in the daily events display

Library Computer Lab (115)

Library instruction has priority in the library computer lab. The room includes 18 computers, a printer, and a display system (including computer, display camera, DVD, and VHS capabilities, plus a docking station for laptops). The computer tables are large and the room can easily accommodate up to 36 with shared computers. Please ask for the extra chairs if the group number will exceed 18. It may also be reserved for computer instruction by campus organizations, campus departments, and classes. However, no standing reservations are permitted. Reservations should be made through the library director's office at 208-5071 or the reference desk at 208-5065.

Honors Seminar Room (503)

Honors courses have priority in the honors seminar room. The room includes a wireless display system (including a laptop computer, wireless mouse, display camera, DVD, and VHS capabilities plus docking options for personal laptops), 4 white boards, and flexible furnishing for around 24 students. Standing reservations for honors courses, honors events, and library intensive non-honors courses are encouraged. The room key may also be checked out by faculty or honors students seeking study space when the room is not reserved for a course or event. Reservations should be made through the library director's office at 208-5072.

Priddy Classroom (214)

The Center for Excellence in Teaching and Learning and Center for Interpersonal Studies through Film and Literature have priority for the use of this room. The room has a flexible setup that can be arranged to accommodate 24 (at tables in a circle), 30 (at tables in rows), or 40 (no tables). It includes a display system (including a viewing system for Microsoft Office documents and the internet, display camera, DVD, and VHS capabilities, and a docking station for laptops). No standing reservations are permitted. All groups must be led and accompanied by an OCU faculty or staff member. Reservations should be made through the CETL office at 208-5580.

CETL Conference Room (215)

The Center for Excellence in Teaching and Learning and Center for Interpersonal Studies through Film and Literature have priority for the use of this room. The room has a conference table, 10 chairs, and a marker board. It includes a computer, DVD/VCR, projector and ports for connecting a laptop. No standing reservations are permitted. All groups must be led and accompanied by an OCU faculty or staff member. Reservations should be made through the CETL office at 208-5580.

Short Loan Checkout Rooms:

All reservations should be made through the short loan option of the catalog. Patrons can log in to their accounts and make reservations using Internet Explorer or call the circulation desk and ask staff members to place the requests.

- Available times can be viewed on the room reservation calendar at <http://library.okcu.edu/vwebv/rooms.cgi>
- Reservations can be made up to 2 weeks in advance.
- Patrons may reserve rooms for up to 2 hours per day.
- Patrons with holds on their library accounts for overdue items will need to resolve those before requesting a short loan reservation.

Faculty Study Carrels:

Faculty study carrels (204 & 205) can be reserved and checked out by faculty and staff through the online catalog's short loan process.

Group Study Rooms:

Two group study rooms (510 & 511) can be reserved and checked out by students (including ELS and law), faculty, and staff, through the online catalog's short loan process. These rooms are equipped with 2 tables, 4 chairs, and a large wall mounted flatscreen monitor. Customers can hook up their own laptop or a library netbook to the monitors using the VGA cables we have available for checkout. The rooms are divided by a movable wall so that groups of 5 or more people can reserve both rooms. If both rooms are being used by a group of fewer than 5 people, library staff may close the wall to make the 2nd room available to another group.

Media room (109)

This room can be reserved and checked out by students (including ELS and law), faculty, staff, and courtesy card holders through the online catalog's short loan process. The room is equipped with a TV/VCR, DVD player, a record player, and a cassette player. Individuals or groups of 2 or 3 may use this room to view or listen to library materials.

Other Rooms

Study and special use rooms are available on a first-come first served basis, although the following priorities apply:

Group study rooms (305,306,307,308,405,406,407,408)

Groups have priority for these rooms. Individuals may be asked to vacate the room to make it available for a group.

Typewriter/laptop rooms (typewriters in 309,409, laptop connections in 304,309,404,409)

Individuals using typewriters or laptops have priority for these rooms. Individuals or groups may be asked to vacate the space to make it available for laptop or typewriter use.

Note about outside users

The library is open to the public, but our risk management and university facility policies require that outside groups sign contracts, provide proof of insurance, and generally pay a fee to use campus facilities. Outside groups include both groups not associated with the university and also groups that may have some members who are OCU students, faculty, or staff, but have a mission or purpose that is not directly related to the university mission. Staff members may invite outside groups to use library facilities in order to further the university mission (for example, archival education for Oklahoma United Methodists or information literacy education for high school students who may be prospective students).