



ROBERTS
WESLEYAN COLLEGE



NORTHEASTERN
SEMINARY

Golisano Library

TECHNOLOGY COLLABORATION ROOM

Room 227

<i>Purpose</i>	To provide a reservable collaborative space with advanced equipment and technologies available to RWC/NES Faculty, Staff & Student Groups.
<i>Available to</i>	RWC / NES Faculty, Staff & Student Groups for conference calls, group meetings, practicing presentations, etc.
<i>Amenities</i>	Wireless internet access Table and chairs White board 55-inch Monitor Stereo Speakers for conference calls/group meetings HD Webcam for conference calls/group meetings Razer Microphone for conference call/group meetings or audio recordings Chromecast Apple Lightning-HDMI adapter VGA-HDMI adapter HDMI Cord
<i>Room Use Policy</i>	Room is available for use during library hours only. The door locks automatically, so be sure you have the key with you. Room is intended for meetings, conference calls, and collaborative group work such as group projects or presentations. Users are expected to maintain the same level of considerate study in the room just as the rest of the study rooms. Noise complaints may result in forfeit of reservation or loss of future reservation privileges. Not intended to be used as storage for personal items (backpacks, laptops, coats), personal office space, or lounge. Library not responsible for items left unattended. Room must be clean and left in order it was found (electronics powered off, wires neatly wrapped and away).
<i>Expectations of Use</i>	Room is expected to be occupied for the duration of the reserved time. If the room remains unoccupied longer than 30 minutes the reservation of the room may be forfeit.

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Page 2

How to Apply

Use LibCal on the library home page under ROOM RESERVATIONS. Contact the Resource Desk by phone, (585) 594-6949, or email resourcedesk@roberts.edu if you have additional questions.

Key Sign Out

Sign out a key at the Resource Desk using your RWC / NES ID card. The patron who reserves the room or a listed alternate are the only ones who may sign out the key. If a key has not been signed out 15 minutes into scheduled reserved time, the room reservation will be cancelled and made available to other groups. Keys are loaned for a maximum time of 4 hours & should be returned to the Resource Desk by the end of reservation. Overdue keys will accumulate a fine of \$1.00 per hour. The patron who signed out the key will be responsible for any fines accumulated and any damaged/missing electronic equipment. A replacement fee of \$30 will be charged for lost keys. Replacement fees for damaged/missing electronic equipment (cords, adapters, webcam) vary and will be determined by Library Systems.

Reserving a Room

Rooms are reservable for RWC/NES faculty, staff & students through the library home page for a minimum period of 30 minutes to a maximum period of 4 hours. Groups of 2-6 people are permitted to reserve the space.