GOLISANO ARCHIVES READING ROOM
Room 231

**Purpose**
To provide a space for archival research and small group meetings for Golisano Library and RWC / NES faculty, staff, students, alumni and researchers.

**Available to**
RWC / NES Faculty, Staff, Students, Alumni & Researchers

**Amenities**
- Seats 8 around conference table
- Wireless internet access
- Air-conditioned

**Room Use Policy**
- Room is intended for research, small group meetings, interviews and one-time events. The room is not a classroom space.
- Room is available for use during library hours only.
- Materials of the Archival Collection are non-circulating.
- To preserve the archival materials, no food or drink is allowed in this room.
- Room cannot be scheduled for reoccurring weekly meetings.
- Key may be signed out at the Circulation Desk 15 minutes before the reserved time upon presentation of RWC ID card.
- Reservations are approved in the order they are received.
- You will be notified by email when your reservation has been confirmed.
- One week notice is appreciated.
- Meeting organizer is responsible for special arrangements with ITS and Media Services.
- Room must be clean and left in order it was found.
- Room must be locked and key returned immediately after the event.
- Library not responsible for items left unattended.

**How to apply**
- Use of the Archival Collection is by appointment only. For research appointments, contact the College Archivist, Charley Canon, x6016, canonc@roberts.edu.

- For meeting reservations, use VEMS on RWC Intranet website OR contact the Library Operations Manager, Beth Specht, x6816, specht_elizabeth@roberts.edu.