



Library Space Policy Utica College Library

Utica College Library makes available the following spaces for use by the UC community:

- Edmonds Room
- Library Classroom
- Exhibit Spaces

Edmonds Room

The Walter D. Edmonds Room, located on the second floor of the Library, houses Mr. Edmonds personal library and correspondence.

Space Specifications:

- Conference table with seating for eight (8)
- One electrical outlet
- Technology:
 - Wireless Internet connectivity

Edmonds Room Use Policies:

- Availability is first come, first serve. The UC Library does not accept reservations or provide for scheduled use of this space.
- Food is not permitted in the Library, including the Edmonds Room.
- Beverages in closed containers are acceptable.
- Priority of use:
 - Patrons accessing the Edmonds Collection
 - Groups seeking general use space
 - Individuals seeking general use space

Library Classroom

Located on the first floor of the Library, adjacent to the Reference area, the Library Classroom is used for in-library teaching.

Space Specifications:

- Seating for 24-30 in table and row configuration
- Two electrical outlets
- Whiteboard
- Projection screen (pull down)
- Technology:



Frank E. Gannett Memorial Library

- Internet Ethernet port
- Wireless Internet connectivity
- The Library Classroom is not a Smart Classroom.
- Instructors are responsible for contacting the UC Media Center to make SmartCart and AV equipment arrangements.

Library Classroom Use Policies:

- Use of the Library Classroom is at the discretion of the Library Director.
- Availability is first come, first serve.
- The Library Classroom may be reserved by faculty for curriculum-based instruction. This space may not be reserved for recurring classes or meetings.
- Instructors are responsible for contacting the UC Media Center to make SmartCart and AV equipment arrangements.
- Priority of use:
 - Library instruction and meetings
 - Academic instruction
 - Groups seeking general use space
 - Individuals seeking general use space
- Food is not permitted in the Library, including the Library Classroom.
- Beverages in closed containers are acceptable.
- The Library Classroom must be returned to its original configuration upon leaving. Please remove handouts, erase the whiteboard and move tables and chairs to their original positions.

Reservation of the Library Classroom

- Reservation of the Library Classroom is at the discretion of the Library Director
- Faculty may request reservation of the Library Classroom by completing the [Library Classroom Reservation Form](#) (requires an Internet Connection and web browser)
- Students may not request reservation of the Library Classroom. Students may use the Library Classroom when not otherwise reserved on a first-come, first serve basis.

Exhibit Spaces

The UC Library makes several exhibit spaces available to the UC community. Please see the UC Library [Exhibit Policy](#) for details.