

RESERVING SPACE in RANDALL LIBRARY



The following chart provides descriptions and guidance on reserve spaces in Randall Library. Please review the information prior to contacting the person listed as the main contact.

LIBRARY SPACE	BRIEF DESCRIPTION	PARAMETERS/ CONDITIONS	HOW TO RESERVE
RL 1039	This is a classroom used specifically for information literacy instruction; Equipped with 25 computers and an instructor workstation; Located in the back, right corner of Randall Library.	There are several limitations and conditions in scheduling this room. Please see the Instructional Services Room Policy: http://library.uncw.edu/policies/instructional_services_classroom	Contact Anne Pemberton, Associate Director, Research and Instructional Services and Library Assessment via e-mail: pembertona@uncw.edu
RL 1022	This is a classroom used specifically for information literacy instruction; Equipped with 25 computers and an instructor workstation; Located on the first floor of Randall Library near the DVDs.	There are several limitations and conditions in scheduling this room. Please see the Instructional Services Room Policy: http://library.uncw.edu/policies/instructional_services_classroom	Contact Anne Pemberton, Associate Director, Research and Instructional Services and Library Assessment via e-mail: pembertona@uncw.edu
Auditorium (RL 2047)	This classroom space is part of the campus reservation system. The library does not manage this space.		Contact UNCW Facility Reservations, (910) 962-3011 or stricklandt@uncw.edu
Technology Enhanced Collaboration Space (RL 1045)	Located on the first floor, the Technology Enhanced Collaboration Space (TECS) offers multimedia presentation equipment, computer workstations and ample meeting space.	It is part of the Group Study Room Reservation System, and follows the same policies. Reservations are for a maximum of two hours a day per group, and no more than 2 reservations per group per week. Reservations can be made up to 2 weeks in advance. A campus username and password are required to make a reservation. See Group Study Room Policies: http://library.uncw.edu/room_reservations/policies	
Group Study Rooms	Randall Library has 15 group study rooms on the second floor, 2 group study pods on the first floor, and the Technology Enhanced Collaboration Space (TECS) reservable by UNCW students, staff, and faculty. All of the rooms include a wall mounted whiteboard, 32" tv monitor with VGA connector and custom-sized table with power modules.	Reservations are for a maximum of two hours a day per group, and no more than 2 reservations per group per week. Reservations can be made up to 2 weeks in advance. A campus username and password are required to make a reservation. See Group Study Room Policies: http://library.uncw.edu/room_reservations/policies	Located on the first floor, the Technology Enhanced Collaboration Space (TECS) offers multimedia presentation equipment, computer workstations and ample meeting space.
Distance Learning Classroom	See http://uncw.edu/itsd/learning/distance.html for description.	The library does not manage this space.	To reserve Randall Library #2005 please contact Daniel Noonan at 910-962-3928.