

# RESERVING SPACE IN RANDALL LIBRARY



The following chart provides descriptions and guidance on how to reserve spaces in Randall Library. More detailed descriptions can be found on the [Randall Library website](#). Please review the information before contacting the person listed as the main contact.

LIBRARY SPACE	DESCRIPTION	PARAMETERS/CONDITIONS	HOW TO RESERVE
<b>RL 1039</b>	Classroom used for information literacy instruction  Equipped with 25 computers and an instructor workstation  <a href="#">See on map</a>	There are several limitations and conditions in scheduling this room.  <a href="#">See the Instructional Services Room Policy.</a>	Contact <a href="#">Tammy Ivins</a> , Coordinator of Instructional Services.
<b>RL 1022</b>	Classroom used for information literacy instruction  Equipped with 25 computers and an instructor workstation  <a href="#">See on map</a>	There are several limitations and conditions in scheduling this room.  <a href="#">See the Instructional Services Room Policy.</a>	Contact <a href="#">Tammy Ivins</a> , Coordinator of Instructional Services.

LIBRARY SPACE	DESCRIPTION	PARAMETERS/CONDITIONS	HOW TO RESERVE
<b>Auditorium (RL 2017)</b>	<p>Large classroom that seats 75.</p> <p>Multimedia equipment unit in classroom.</p> <p><a href="#">See on map.</a></p>	<p>Randall Library does not manage this space.</p>	<p>Make a reservation using the <a href="#">Campus Reservation System</a>.</p>
<b>Technology Enhanced Collaboration Space (RL 1045)</b>	<p>Offers multimedia presentation equipment, an instructor/presenter workstation and ample meeting space.</p> <p><a href="#">See on map.</a></p>	<p>Part of the Group Study Room Reservation System and follows the same policies.</p> <p><a href="#">See Group Study Room Policies.</a></p>	<p>Make a reservation using the <a href="#">Group Study Room Reservation System</a>.</p> <p>Reservable by UNCW students, staff, and faculty.</p>
<b>Group Study Rooms</b>	<p><b>Second Floor</b> 14 group study rooms</p> <p><b>First Floor</b> 8 group study rooms</p> <p>2 group study pods</p> <p>Technology Enhanced Collaboration Space (RL 1045)</p> <p>See the <a href="#">first floor</a> and <a href="#">second floor</a> maps (PDFs).</p>	<p>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.</p> <p><a href="#">See Group Study Room Policies.</a></p>	<p>Make a reservation using the <a href="#">Group Study Room Reservation System</a>.</p> <p>Reservable by UNCW students, staff, and faculty.</p>

LIBRARY SPACE	DESCRIPTION	PARAMETERS/CONDITIONS	HOW TO RESERVE
<b>Faculty Commons, Entire Space (RL2014)</b>	<p>Equipped with large screen displays, webcams, speakers and microphones.</p> <p>Use the local PC or connect your laptop to display.</p> <p>See the <a href="#">second floor</a> map (PDF).</p>	<p>There are several limitations and conditions in scheduling this room.</p> <p><a href="#">See the Faculty Commons policy.</a></p>	<p>Email the Randall Library Facility Coordinator: <a href="mailto:rlfacility@uncw.edu">rlfacility@uncw.edu</a></p>
<b>Faculty Commons, Huddle Rooms (RL2014A, RL2014B)</b>	<p>Equipped with large screen displays, webcams, speakers and microphones.</p> <p>Connect your laptop to display.</p> <p>See the <a href="#">second floor</a> map (PDF).</p>	<p>There are several limitations and conditions in scheduling these rooms.</p> <p><a href="#">See the Faculty Commons policy.</a></p>	<p>Make a reservation using the <a href="#">Campus Reservation System</a>.</p>
<b>Distance Learning Classroom (RL 2005)</b>	<p><a href="#">Visit the Distance Education Services page</a> for the description.</p>	<p>Randall Library does not manage this space.</p>	<p>Make a reservation using the <a href="#">Campus Reservation System</a> or by <a href="#">submitting a ticket</a>.</p>
<b>Outside Solicitation Tables (Library Commons A, Library Commons B)</b>	<p><a href="#">Visit the Randall Library Spaces page</a> for the description.</p>	<p>Randall Library does not manage these tables.</p>	<p>Make a reservation using the <a href="#">Campus Reservation System</a>.</p>