Introduction

The Library aims to assist the UWA community make best use of the learning, meeting and collaborative spaces within the university libraries. Two meeting rooms are available in the libraries for the purpose of UWA business and can be booked by UWA staff, subject to availability and Library opening hours.

Barry J Marshall Library, Meeting Room, Third Floor

This Meeting Room is located on the 3rd Floor of the Barry J Marshall Library. The Room offers 20 chairs around 4 large tables as the default setting, with 20 spare chairs available in the room, to a maximum of 40 chairs.

An attached kitchen area is available for use during your Meeting, providing fridge, kettle, and limited amounts of cutlery/crockery and dishwashing facilities only. All supplies required for your meeting should be provided by the meeting convener, and the room plus kitchen area left free of all rubbish, dishes, etc.

Equipment in this room includes:

- Projector (including secondary VGA input)
- Speakers
- Presenter PC (UNIWA) with the following software installed:
    o Microsoft Office 2010
    o Microsoft Visio 2010
    o Microsoft Project 2010
    o Endnote X8
    o Internet Explorer 11
    o Firefox
    o Chrome
    o Skype
    o Zoom
- Video conferencing
    o Pan, Tilt, Zoom Camera
    o Wireless Microphone Unit

Reid Library, Conference Room, Second Floor

This Conference Room is located on the 2nd Floor of the Reid Library. The Room offers 4 tables with 20 chairs as a default setting, with 28 spare chairs and 2 tables available in the room, to a maximum of 48 chairs and 6 tables.

Equipment in this room includes:

- Projector
- Speakers

- Presenter PC (UNIWA) with the following software installed:
    - Microsoft Office 2010
    - Endnote X8
    - Internet Explorer 11
    - Firefox
    - Chrome
    - Skype
    - Zoom
    - Echo 360 Capture
- Video conferencing
    - Pan, Tilt, Zoom Camera
    - Wireless Microphone Unit

Your Room card also allows access to a staff kitchen in the library, but all supplies required for your meeting must be provided by the meeting convener, and the room plus kitchen area left free of all rubbish, dishes, etc.

Booking a meeting space

Book rooms by emailing roombookings-lib@uwa.edu.au with details of your request, including the name/purpose of your meeting, name of the convener of the meeting, number of attendees , and if you wish to include catering.

Bookings are subject to approval by the library. Access to a Space is bound by the opening hours of the building in which it resides, and Bookings will not be accepted if Library staff are not present in the building for the duration of the Booking, unless an exception is made and approved by the University Librarian.

Room Card Access

Access to the Room is with a Room Card obtained from the Information Desk prior to your meeting. A UWA staff member may sign for this card at the beginning and end of your meeting. Double badging this card at the entry to the room will unlock the door for the duration of your meeting, and securely lock the door at the conclusion of your meeting. (If the door is only badged once, this card will allow single entry to the room only). Specific access for individual Campus Cards is available on request.

Support

The person holding the booking should speak to Library staff at the Library information desk on the ground floor as you arrive for your booking, and let them know when you leave. Staff at the information desk can also provide support relating to facilities and technology during your booking, or escalate the issue as required.

Setting up

We recommend you book the space to include adequate time for your own setup, and re-set and tidying at the end of your meeting. It is the responsibility of the user holding the booking to reset the room to the default configuration of 20 chairs around 4 tables at the conclusion of the booking.

Packing up

Please leave the room clean and free from rubbish, take everything you brought with you when you leave, and ensure you have locked the Room at the end of your meeting.

If any extraordinary cleaning is required following the use of the room, please advise Library staff at the time of returning your Room Card.

Consumption of food/drinks

Catering requests must be approved by the Room Manager, so please advise us if you will be having catering at the time of making your booking request. Catering clean-up is the responsibility of the user holding the booking unless prior arrangement has been made with the Room Manager.