

**Grunigen Medical Library Room Policies**  
**Updated: March 4, 2010**

- Rooms can be reserved by UCI/UCIMC faculty and staff.
- All room reservations should be made at <http://grunigen.lib.uci.edu/services/reservations/reserve-room.html>
- Room reservations can begin as early as an hour after the Medical Library has opened and end no later than an hour before the Medical Library closes
  - Library hours can be found in the “Hours” tab at <http://grunigen.lib.uci.edu/>
- No software installation is allowed on the computers without prior notification and review by the ITC Manager at least two weeks prior to the event.
- No food is allowed.
- Drinks with lids are allowed in the GML rooms.
  - Library drink policy can be found at <http://www.lib.uci.edu/about/policies/food-and-drink-policy.html>
- In the event that you need to cancel your reservation we require at least 24 hour notice.
  - Email: [gml@uci.edu](mailto:gml@uci.edu)
  - Phone: 714.456.5585
- If a reserved room is unoccupied for more than 30 minutes the Library reserves the right to open the room to other users.
- Room reservations can be scheduled up to 3 months in advance.
- Room requests that run longer than 3 days a week and/or run longer than 4 hours a day must first be approved by the Head of the Medical Library or the ITC Manager.
- The UCI Libraries have priority over room reservations in the Grunigen Medical Library.
- The Grunigen Medical Library has the right to modify, change, or cancel a reservation(s) at its discretion.