

Grunigen Medical Library Room Policies
Updated: September 1, 2009

- Rooms can be reserved by UCI/UCIMC faculty and staff.
- All room reservation should be made at <http://grunigen.lib.uci.edu/rooms.html>
- Same day room reservations will be required to fill out a form if space is available.
- 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 at <http://www.lib.uci.edu/about/hours/>
- No software installation is allowed on the computers without prior notification and review by the ITC Manager at least two week 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 24hr notice.
 - Email: gml@uci.edu
 - Phone at 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 if availability exists.
- 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.