

Grunigen Medical Library (GML) Room Policies

WHO

Angela J. Rios Conference Room (Conference Room) - UCIMC faculty, staff and students can make reservations for this space.

GML Classroom and Forest J. and Dolores S. Grunigen Study Room (Study Room) - Faculty, staff and students with UCIMC badge access can reserve this space.

- All attendees must have their UCIMC badge to access all reserved rooms.

WHAT

- Software and plugin installations are allowed on the computers in the GML Classroom with two weeks prior notification and approval by Library IT.
- Laptops, mobile, and presentation devices can be connected to the projector in the Classroom and Conference Room using the existing HDMI connection.

WHEN

- Room reservations can be scheduled up to 2 months in advance.
- Room reservations can run up to 3 days a week and up to 4 hours per day.
- All reservations, including same-day reservations must be made through the reservation system.
 - If you do not receive a confirmation email within two hours of submitting your request, please call 714.456.5585 or visit the GML Service Desk.
 - Conference Room reservations will be confirmed during GML business hours, Monday through Friday 7:00 a.m. – 6:00 p.m.
- Room reservations are available Monday – Friday 7:15 am to 15 minutes prior to close.
- For scheduled closures of GML visit the UCI Libraries' website.

NOTE

- GML has the right to modify or cancel a reservation(s) at its discretion.
- GML reserves the right to make the room available once it is unoccupied for 30 min or more.
- If you need to cancel your reservation, please follow the instructions in your confirmation email.
- Library food and drink policy can be found at <https://www.lib.uci.edu/food-drink-policy>

CONTACT

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