

Grunigen Medical Library (GML) Room Policies

WHO

- The GML Conference Room can be reserved by UCI faculty, staff and students.
- The GML Classroom and Forest J. and Dolores S. Grunigen Study Room (Collaboration Workspace) can be reserved by faculty, staff and students with UCIMC badge access.
 - All attendees must have UCIMC badges to access the Classroom and Collaboration Workspace.

WHAT

- **Software and plugin installations are allowed on the computers with two weeks prior notification for review.**
- **Laptops, mobile, and presentation devices can be connected to the projector in the Classroom and Conference Room using the existing VGA cable.**

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.
- To confirm same day reservations, please call 714.456.5585 or visit the GML service desk.
- Room reservations can be made within the following times:
Monday – Friday 7:30 am to 7:30pm
 - For scheduled closures of GML visit <http://grunigen.lib.uci.edu/index.html?tab=2>

NOTE

- The UCI Libraries have priority over room reservations at GML.
- GML has the right to modify or cancel a reservation(s) at its discretion.
- You will receive a reservation status email within one working day.
- GML reserves the right to make the room available once it is unoccupied for 30 min or more.
- In the event that you need to cancel your reservation we request at least one week notice.
- Library drink policy can be found at <http://www.lib.uci.edu/about/policies/food-and-drink-policy.html>

CONTACT

- Grunigen Medical Library contact information:
 - Email: gml@uci.edu
 - Phone: 714.456.5585