STONY BROOK UNIVERSITY LIBRARIES
Special Collections Seminar Room
Frank Melville, Jr. Memorial Library, Room E-2340

Purpose
The Special Collections Seminar Room may be reserved by university departments for a one-time event, program, or class, in support of Stony Brook University’s educational and teaching missions. This includes academic activities, seminars, and discussions. The room is not intended for ongoing classes or re-occurring events.

Reservation Policy
Reservations for up to two hours between 8 a.m. and 6 p.m., Monday through Friday, can be submitted by contacting Library Administration at 631-632-7100. An e-mail confirmation will be sent indicating if the request has been approved or rejected.

Access to the room is by a barcoded key, which will be charged out to the person reserving the room 15 minutes prior to the event. The key can be picked up in Library Administration (W-1502) and must be returned immediately following the session. If a key is not returned on time, library overdue charges will accrue (ten cents per minute). The room must be locked and secured at the conclusion of the reservation.

Food and Drink Policy
Food is not permitted in the room. Beverages are permitted, but must be disposed outside of the room.

Room Capacity
49

Furniture
8 tables
40 black and wood seminar chairs
9 stackable chairs (closet)
1 lectern
1 screen

Re-configuration of the room is not permitted.

Technology
The seminar room is equipped with WiFi. Port #2403 has two telephone outlets and two internet outlets. If any issues arise with connectivity, Client Support can be contacted at 631-632-9800.

Laptops and projectors can be reserved through Audio-Visual Services at 631-632-9400 and must be picked up by the person requesting the equipment at the Javits Lecture Center, Room 104.