USING GROUP SPACES

The group rooms and open group areas are designed for team collaboration and are outfitted with the latest technology. All you have to do is plug your laptop into the wall with an HDMI or VGA cable. **Cables and laptops are available for check-out at the service desk.**

GROUP ROOMS

There are 18 private group rooms in the Learning Commons—16 rooms are clustered in the central part of the Commons and are color-coded; 2 larger rooms are located in the South Lobby (rooms 1103 and 1105). There are also 6 open group areas.

- Color-coded rooms accommodate up to 6 people.
- South Lobby rooms accommodate 12 people. These rooms may be combined to seat 24 people.
- Open group areas accommodate 7-18 people.
- 52" LCD monitor in color-coded rooms.
- 80" LCD monitor in South Lobby rooms and open group areas.
- Apple TV in Group Area D, South Lobby rooms.
- HDMI, VGA and Ethernet inputs (cables are available for check-out at the service desk).
- 2 USB charging outlets.
- Glass surfaces act as writing space for dry-erase markers. Markers available at service desk.

RESERVATION POLICIES

Group spaces in the Learning Commons may be reserved by students online via Hawkmail calendar, HealthcareOWA calendar, Office365 calendar, or in person via touchscreen access at each room. Use of the Learning Commons group spaces is governed by the **2-2-2-2 rule**:

- Reservations can be made for groups of **2 students** or more.
- Reservations may last up to **2 hours**.
- A student may make **2 reservations** per week.
- Reservations can be made up to **2 weeks** in advance.

If your reservation does not comply with the 2-2-2-2 policy, Outlook will decline it (thought it may still appear on your calendar).

NO SHOW POLICY

If a group has not arrived within 10 minutes of the reservation start time, the reservation will be forfeited.

FACULTY AND STAFF

Faculty and staff who would like to use a group space should contact the Learning Commons Coordinator at **lib-learningcommons@uiowa.edu.**

GROUP ROOMS 1103/1105

Users who would like to reserve both rooms 1103 and 1105 at the same time should contact the Learning Commons Coordinator at **lib-learningcommons@uiowa.edu**

LEARNING Commons

The University of Iowa LIBRARIES

The University of Iowa Information Technology Services

MAIN LIBRARY LEARNING COMMONS

University of Iowa • Iowa City, IA 52242

319-335-5299

lib.uiowa.edu/commons/reserve/spaces-hardware

LEARNING Commons

GROUP SPACES

TECH-INFUSED • COMFORTABLE SPACE • ACADEMIC HELP CENTER

RESERVE USING OFFICE 365

- Log on with your HawkID and password via **office365.uiowa.edu.**
- Click the **Calendar** icon and choose **New.**
- Enter meeting information—meeting title in the **Event** field and names in the **Attendees** field.
- Set time and date for which you wish to reserve the room (make sure to include length of meeting).
- Click **Add Room** and choose the group **Library Learning Commons Study Space**, then choose the room you want to reserve.
    - Color-coded rooms have the color listed at the end of the name.
    - Open group areas are listed as OPEN with a letter (A-F).
- Make sure the **Mark as Private** radio box is not marked.
- Confirm the attendee list, start time and length and the chosen room. Then select **Send** and wait for the room verification email. (All recurring appointments will be automatically declined.) Please check verification email to ensure reservation has been accepted.

RESERVE USING HAWKMAIL

OR UI HEALTHCARE EMAIL ACCOUNT

- Log on with your HawkID and password via **email.uiowa.edu.**
- Click on the **Calendar** icon and use the down-arrow under **New** to select **Meeting Request**. A new window will open.
- Enter meeting information—meeting title in the **Subject** field and names of attendees in the **To** or **Optional** field.
- Set the time and date for which you wish to reserve the room (make sure to include the length of the meeting).
- Click **Scheduling Assistant** to select an available room, then use the down-arrow next to **Select Rooms** and choose **More**.
- Type in **RES-LIB-LC.** All group spaces will appear. Then highlight the list and click **Rooms**. You will be able to see which room is available for your meeting.
    - Color-coded rooms have the color listed at the end of the name.
    - Open group areas are listed as OPEN with a letter (A-F).
    - Rooms 1101B & 1101C are not available. Reservations for these rooms will be declined.
- Check the box next to the room you want to reserve. Then click on the **Appointment** tab and confirm the attendee list, start time and length and chosen room.
- Make sure the **Private** radio box is not marked.
- Select **Send** and wait for the room verification email. (All recurring appointments will be automatically declined). Please check verification email to ensure reservation has been accepted.

RESERVE IN PERSON

- Go to the room you want to use.
- If the light on the panel is **GREEN**, the room is available now. Press **Reserve Now** to book the room for the next 120 minutes or the start of the next reservation. Your reservation will appear on the screen.
- If the light on the panel is **RED**, the room is not available. Press **Available Rooms** to see a list of currently available rooms in the Learning Commons. Go to the available room you want and book it by pressing **Reserve Now.**
- If the room is not in use within 10 minutes of the reserved period, it may be used by another group for the duration of the reserved period.

If you need help reserving a group space or with anything else, ask at the service desk.