



## **Conference Room Policy**

The Marine Resources Library (MRL) conference room is available, without partiality, to members of partner institutions represented at the South Carolina Marine Resources Center. The conference room includes:

- Seating for 16 (20 is the recommended maximum occupancy)
- Ten small tables
- Mounted projector with laptop connections
- Podium, networked to the projector and the Internet
- White board, dry erase pens, and eraser

### Scheduling the Room

To book the conference room, please contact either:

- Courtney Wigfall (SCDNR) [wigfallc@dnr.sc.gov](mailto:wigfallc@dnr.sc.gov) / 843.953.9818
- Geoff Timms (CofC) [timmsgp@cofc.edu](mailto:timmsgp@cofc.edu) / 843.953.9370

Bookings are taken on a first come, first served basis. Please do not make bookings if you are not sure you will need the room. If you make a booking and find you no longer need it, please cancel the booking by letting us know.

### Use of the Room

- If the room is not in use, you are welcome to use it as a quiet study/small group meeting area. People with prior bookings have precedence at the appointed time.
- Covered drinks are welcome, but no food, snacks, or uncovered drinks should be brought into the library. Any spills must be promptly cleaned up.
- Noise levels in the conference room must be kept to a reasonable level that is not disturbing to other library users or library staff.
- The projector may be used to show/play digital media. However, the person who booked the room must ensure that the presentation of the media to a group is not in violation of copyright/fair use rules, according to Title 17 of the United States Code.
- Safeguard your personal property at all times. Do not leave property unattended in the conference room. The MRL staff cannot guarantee its safekeeping.

### Leaving the Room – Please:

- Leave furniture as you found it.
- Clean the whiteboard.
- Remove trash.
- Power down the projector.
- Leave the projector remote on the podium.
- Turn off lights (switch by door).
- Leave the door open for circulation of air.

Please report any issues to the library staff.  
We hope you will enjoy using our facility.