Montana State Library Guideline

Conference Room Use

MONTANA STATE LIBRARY CONFERENCE ROOMS DESCRIPTIONS

Grizzly Conference Room

Location	Lower level of the Montana State Library (MSL); turn right at the bottom of the stairs and go past the Reference Desk
Seating Capacity	Thirty (30)
Furniture	Thirty (30) chairs Four (4) conference room tables One (1) couch Two (2) cushioned chairs One (1) end table
Available Equipment	Desktop lab with 12 PCs (optional) (for a list of installed software refer to Desktop Lab Use Guidelines page 8) Overhead LDC projector Screen VCR and display monitor (provided that it has not been reserved by staff; verify availability when reserving conference room) Instructor PC with monitor and speakers Podium Wall mounted whiteboard Portable whiteboard Four burner coffee maker
Internet Access	Public Wireless
Default Room Setup	Conference room setup

Bitterroot Conference Room

Location	Lower level of MSL; turn left at the bottom of the stairs
Seating Capacity	Six (6)
Furniture	Six (6) chairs One (1) round table One (1) portable computer stand
Equipment	One (1) desktop PC Wall mounted whiteboard Telephone with hands-free, mute and conference call options
Internet Access	Public Wireless

Sapphire Conference Room

Location	Upper level of MSL; turn left at the top of the stairs and then again at the first left; room is at the end of the hallway on the left
Seating Capacity	Five (5)
Furniture	Six (5) chairs One (1) round table One (1) portable computer stand
Equipment	One (1) desktop PC Wall mounted whiteboard Telephone with hands-free, mute and conference call options
Internet Access	Public Wireless

TO RESERVE A CONFERENCE ROOM

MSL staff (including Natural Heritage Program staff) and Fish, Wildlife and Parks (FWP) staff located in the Justice Building: Reserve the conference rooms through the State Outlook Calendar. Staff needing the Grizzly Conference Room Desktop Lab should note this in their reservation request.

All Others: Contact MSL Administrative staff to request a reservation.

Colleen Hamer: chamer@mt.gov; 406.444.5206 or Marlys Stark: mstark2@mt.gov; 406.444.3384

Prior to approval persons who wish to use MSL conference rooms will be required to complete and sign the MSL Conference Room Reservation Form (see Appendix A).

Reservations are subject to room availability as outlined in the Montana State Library Conference Room Use Policy. Reservation status will be confirmed by MSL Administrative Staff.

For additional information on reserving the Grizzly Conference Room Desktop Lab see the MSL Desktop Lab Use Guidelines on page 7.

Reservations are recorded in the State Outlook Calendar. Each conference room has its own calendar that can be viewed by any staff through Outlook. All information about the reservation, including whether or not the desktop lab is needed in the Grizzly Conference Room is recorded on the calendar.

ADDITIONAL INFORMATION

Breaks: Breaks should be taken in the conference room, in the foyer on the second floor, or outside the building. Patrons and staff need a quiet place to work; do not take breaks directly outside the conference room or in staff work areas.

Messages: MSL staff will deliver messages to conference room users only in an emergency.   In the event that someone in a conference room needs to be notified of an emergency, please call 406.444.3016.

Photocopy centers: There are Print & Graphic copy centers for state employee use located in the DPHHS Building and in the DEQ Building on either side of MSL.

Refreshments: Refreshments may be brought in to the conference rooms. A coffee maker is available in the Grizzly Conference Room but customers must supply their own coffee and filters (see instructions for use on page 10). MSL does not provide coffee, cups, napkins, etc. There is a cafeteria in the basement of the DPHHS building. **Please keep all refreshments inside the conference room.**

Restrooms: Restrooms are located on the lower level, beyond the public access computer area, on the second floor in the hallway across from the reception desk, and in the main foyer of the Justice Building.

Staff availability: Staff is available to answer questions about the facilities and the MSL collections and services. However, please do not ask to use their telephones, photocopy machines, etc.

Telephone use: Telephones are available for use in the Bitterroot and Sapphire conference rooms.

Only MSL staff (including Natural Heritage Program staff) and Fish Wildlife and Parks staff located in the Justice Building may make long distance calls from these phones. Staff is required to note the date, time and contact information for person placing calls made on conference room phones.

Others needing to use the phone for long distance calls should have outside parties call in.

Bitterroot Conference Room Telephone number: 406.444.0244
Sapphire Conference Room Telephone number: 406.444.0233

Please do not ask staff to use their work phones.

Cell phone use is not allowed directly outside the conference rooms or in staff work areas.

When you leave: Please leave the conference room in the condition it was found. Deposit all garbage in the wastebasket and wipe up any stains on the tables. **UNPLUG** coffee pot.

MONTANA STATE LIBRARY DESKTOP LAB USE GUIDELINES

Core Hardware

- The desktop lab available in the Grizzly Conference Room includes twelve (12) personal computers.
- Computers are configured to print to the network printer at the Reference Desk

MSL Network Administrator is responsible for the installation and maintenance of MSL Core desktop hardware

Core Software and Configuration

- Windows XP
- Wireless connectivity to the Internet
- MS Office 2003 Professional
- Adobe Acrobat Reader 7.0
- Enzip (freeware tool for creating and opening .ZIP files)
- ESRI ArcView
- Dell 1700n wireless printer connectivity
- SirsiDynix Workflows Client

MSL Network Administrator is responsible for the installation and maintenance of MSL Core desktop software.

Desktop Lab Scheduling

- Use of the desktop lab must be requested at least one (1) week in advance if the customer requires custom hardware and software installation.
- Use of the desktop lab must be requested at least one (1) day in advance if no custom hardware or software installation is required.
- When the desktop lab is requested, the person scheduling the reservation will notify the Network Administrator and will record this request in the meeting notice on Outlook calendar for the Grizzly Conference Room. This will notify the Network Administrator and LIS staff when the lab is needed.

Custom Software and Hardware Installation

The MSL Network Administrator is responsible for the following:

- Scheduling custom software and hardware installation with customers
- All installation and testing of customer specific software and hardware
- Uninstalling custom software and hardware after use

The Customer is responsible for the following:

- Providing any documentation or assistance pursuant to the above mentioned installation at least one (1) week in advance.
- Confirming the integrity of the software installation at least three (3) in advance.

Lab Setup

MSL staff (including Natural Heritage Program staff) and FWP staff that reserves the desktop lab will:

- Turn the rooms from conference to desktop lab setup prior to the scheduled lab use. All computers will be turned on, logged in, and tested for wireless connections and printing capabilities.
- Return the room to conference room style at the end of the scheduled meeting unless the next scheduled use also requires the desktop lab. The default room setup is conference room.
- Store the lab tables with desktops in their current location.

When the lab is reserved by persons other than MSL or FWP staff the **MSL Network Administrator with support from Library Information Services (LIS) staff will**:

- Turn the rooms from conference to desktop lab setup prior to the scheduled lab use. All computers will be turned on, logged in, and tested for wireless connections and printing capabilities.
- Return the room to conference room style at the end of the scheduled meeting unless the next scheduled use also requires the desktop lab. The default room setup is conference room.
- Store the lab tables with desktops in their current location.

Coffee Maker Instructions

1. Plug the coffee maker in to outlet.
2. Pour one carafe of water into the top of the coffee maker to flush out the stale water. Do not put filter or coffee into the holder at this time.
3. Empty this coffee pot with the hot water in it down the sink.
4. Place filter in filter holder.
5. Add a slightly mounded 2/3 cup of coffee into the holder. The measuring cup is in the drawer below the coffee maker.
6. Turn the lower left warming plate on and place coffee carafe on the burner.
7. Pour one carafe of water into the top of the coffee maker.
8. Now the coffee should be ready.
9. In order to make a second pot of coffee, repeat steps 4 – 6.

The top warmer should be used to heat water for the tea. DO NOT use that carafe for making coffee. Thank you

10. At the end of your meeting, ALL carafes must be emptied and cleaned.
11. Any dishes used need to be removed from the room, cleaned and put away or taken with you.
12. Please take any recyclables to the staff room on the upper floor and place in collection area.

Montana State Library Conference Room Reservation

Please complete this form and return to Anastasia Bruhn or Marlys Stark, MSL, by email or fax (444-0266)

Conference Room	☐ **Bitterroot**	☐ **Grizzly**	☐ **Sapphire**
	Capacity: 6	Capacity: 30	Capacity: 6

Date for which reservation is made _____ **Hours:** _____

Desktop Lab required (Grizzly Room Only)   ☐ **Yes**   ☐ **No**

Software to be installed (See Core Software List below)

Agency/Organization _____

Person making reservation _____

Phone: _____

Email: _____

Signature of Responsible Person _____

By signing this form the responsible person acknowledges he/she has read and understands the Montana State Library Conference Room Use Policy as approved on December 3, 2008.

The person running the meeting should announce the conference room use guidelines at the beginning of the meeting. That person is expected to see to it that participants adhere to the guidelines so that library patrons and staff are not disturbed.

1. **LOCATION:** The Montana State Library is two blocks east of the State Capitol on Sixth Avenue. The conference room is located to the right at the bottom of the steps inside the Sixth Avenue entrance.

2. **CONFERENCE ROOM DESCRIPIONS:** See Conference Room Use Guidelines for complete descriptions of each conference room including seating capacity, available furniture and equipment.

3. **BREAKS:** Breaks should be taken in the conference room, in the foyer on the second floor, or outside. Patrons and staff need a quiet place to work; do not take breaks directly outside the conference room or in staff work areas.

4. **MESSAGES:** Montana State Library staff will deliver messages to conference room users only in an emergency.   In the event of an emergency persons should call 406.444.3016.

5. **PHOTOCOPY CENTERS:** There are Print & Graphic copy centers located in the DPHHS Building and in the DEQ Building on either side of the Montana State Library.

6. **REFRESHMENTS:** Refreshments may be brought in to the conference rooms. A coffee maker is available in the Grizzly Conference Room but customers must supply their own coffee and filters (see instructions for use on page 10). The Montana State Library does not provide coffee, cups, napkins, etc. There is a cafeteria in the basement of the DPHHS building. **Please keep all refreshments inside the conference room.**

7. **RESTROOMS:** Restrooms are located on the lower level, beyond the public access computer area, on the second floor in the hallway across from the reception desk, and in the main foyer of the Justice Building.

8. **STAFF AVAILABILITY:** Staff are available to answer questions about the facilities and the Montana State Library collections and services. However, please do not ask to use their telephones, photocopy machines, etc.

9. **TELEPHONE USE:** Telephones are available for use in the Bitterroot and Sapphire conference rooms.

   Only Montana State Library staff (including Natural Heritage Program staff) and Fish Wildlife and Parks staff located in the Justice Building may make long distance calls from these phones. Staff is required to note the date, time and contact information for person placing calls made on conference room phones.

   Others needing to use the phone for long distance calls should have outside parties call in.

   > Bitterroot Conference Room Telephone number: 406.444.0244

   > Sapphire Conference Room Telephone number: 406.444.0233

   Please do not ask staff to use their work phones.

10. **WHEN YOU LEAVE:** Please leave the conference room in the condition it was found. Deposit all garbage in the wastebasket and wipe up any stains on the tables. **UNPLUG** coffee pot.

11. **Core Software and Configuration**

   - Windows XP
   - Wireless connectivity to the Internet
   - MS Office 2003 Professional
   - Adobe Acrobat Reader 7.0
   - Enzip (freeware tool for creating and opening .ZIP files)
   - ESRI ArcView
   - Dell 1700n wireless printer connectivity
   - SirsiDynix Workflows Client

   MSL Network Administrator is responsible for the installation and maintenance of MSL Core desktop software. Installation of software must be requested at least one week in advance of the scheduled meeting.