

# Montana State Library Conference Room Reservation

Please complete this form and return to Colleen Hamer 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 DESCRIPTIONS:** 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.