

## Montana State Library Guideline

### Conference Room Use

#### MONTANA STATE LIBRARY CONFERENCE ROOMS DESCRIPTIONS

Conference room computers are only accessible to those with a c# and RSA.

##### Grizzly Conference Room

Location	Lower level of the Montana State Library (MSL)
Seating Capacity	Forty-three (43)
Furniture	Eighteen (18) executive chairs Twenty-five (25) stacking chairs Seven (7) rolling flip up rectangle tables Four (4) rolling flip up trapezoid tables Four (4) folding rectangle tables Two (2) regular rectangle tables
Available Equipment	Desktop lab with 12 PCs (optional) (for a list of installed software refer to Desktop Lab Use Guidelines) Overhead LDC projector Screen, smaller, portable Instructor PC with monitor and speakers Podium Portable whiteboard
Internet Access	Public Wireless and State Network (RSA Required)
Default Room Setup	Conference room setup

##### Bitterroot Conference Room

Location	Lower level of MSL
Seating Capacity	Six (6)
Furniture	Six (6) chairs One (1) rectangle table One (1) portable computer stand
Equipment	One (1) desktop PC One (1) smart board Wall mounted whiteboard, small Telephone with hands-free, mute and conference call options
Internet Access	Public Wireless and State Network (RSA Required)

##### Sapphire Conference Room

Location	Upper level of MSL
Seating Capacity	Six (6) in tight quarters
Furniture	Six (6) chairs One (1) round table One (1) portable computer stand
Equipment	One (1) desktop PC Telephone with hands-free, mute and conference call options
Internet Access	Public Wireless and State Network (RSA Required)

#### TO RESERVE A CONFERENCE ROOM

Reservations are recorded in the State Outlook Calendar. Each conference room has its own calendar that can be viewed by any person who has access to the State Outlook system. All information about reservations, including the meeting organizer and whether the desktop lab is needed in the Grizzly Conference Room is recorded on the calendar.

**MSL staff, which for all future references includes Natural Heritage Program and Natural Resource Conservation Service staff:** Reserve the conference rooms by sending a meeting invitation to the State Outlook Calendar. Staff who need the Grizzly Conference Room Desktop Lab and/or the polycom phone should note these needs in their reservation request.

**Others who have access to the State Outlook Calendar:** Reserve the conference rooms by sending a meeting invitation to the State Outlook Calendar. Staff who need the Grizzly Conference Room Desktop Lab and/or the polycom phone should note these needs in their reservation request. Administrative staff will tentatively access the meeting notice. 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).

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

Carol Churchill: [cchurchill@mt.gov](mailto:cchurchill@mt.gov); 406.444.5348 or Marlys Stark: [mstark2@mt.gov](mailto: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.

Reservations are subject to room availability as outlined in the Montana State Library Conference Room Use Policy. MSL Administrative Staff will confirm the reservation status with the requestor.

For additional information on reserving the Grizzly Conference Room Desktop Lab see the MSL Desktop Lab Use Guidelines. **Conference room computers are only accessible to those with a c# and RSA.**

#### **ADDITIONAL INFORMATION**

**Breaks:** Breaks should be taken in the conference room, in the main lobby on the second floor of the Mazurek Building, or outside the building. Please be considerate of staff who may be working in the area.

**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 406.444.5348.

**Refreshments:** Refreshments may be brought in to the conference rooms. Drinking fountains are located by the lower level restroom and the lobby restroom. There are vending machines in the lobby of the building. The nearest cafeteria is in the basement of the Department of Public Health and Human Services building. **Please keep all refreshments inside the conference room.**

**Restrooms:** Restrooms are located on southside of the lower level, on the upper level hallway across from the reception desk, and in the main lobby of the Mazurek Building.

**Staff availability:** Staff is available to answer questions about the facilities and the MSL collections and services.

**Telephone use:** Telephones are available for use in the Bitterroot and Sapphire conference rooms. Meeting organizers may request a polycom phone to use in the Grizzly Conference Room. Organizers should request the polycom at the time a reservation is made.

Only MSL staff 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 on the telephone log provided in the Bitterroot and Sapphire rooms and on the calendar appointment for the Grizzly room.

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 permitted as long as it does not disrupt staff or conference room activities.

**Photocopy services:** Photocopy services are not available except for MSL staff.

**When you leave:** Please leave the conference room in the default conference room setup. Deposit all garbage in the wastebasket and wipe down tables if necessary.

## **MONTANA STATE LIBRARY DESKTOP LAB USE GUIDELINES**

### **Core Hardware**

The desktop lab available in the Grizzly Conference Room includes twelve (12) personal computers. MSL IT Staff is responsible for the installation and maintenance of MSL Core desktop hardware

### **Core Software and Configuration**

- Windows 7 Professional
- Wireless connectivity to the Internet
- O365
- Adobe Acrobat Reader 7.0
- Enzip (freeware tool for creating and opening .ZIP files)
- ESRI ArcView
- SirsiDynix Workflows Client

### **Desktop Lab Scheduling**

- Use of the desktop lab must be requested at least one (1) day in advance.
- When the desktop lab is requested, MSL Administrative Staff will notify the MSL IT Staff and will record this request in the meeting notice on Outlook calendar for the Grizzly Conference Room. This will notify MSL IT Staff when the lab is needed.
- For any other questions about the MSL Desktop Lab, please contact [MSLITRequests@mt.gov](mailto:MSLITRequests@mt.gov).

### **Lab Setup**

MSL staff that reserves the desktop lab will:

- Turn the rooms from conference to desktop lab setup prior to the scheduled lab use. Staff will turn on computers, log in, and test the wireless connections.
- 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 staff, the MSL IT 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.
- 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.